AGENCY FOR INTERNATIONAL DEVELOPMENT
WASHINGTON, D. C. 20523
BIBLIOGRAPHIC INPUT SHEET

FOR AID USE ONLY
Batch 88

1. SUBJECT CLASSIFICATION
A. PRIMARY: Development and economics — DC00-0000-0000
B. SECONDARY: Development assistance

2. TITLE AND SUBTITLE
Development training guide; programs available in the U.S. for A.I.D.-sponsored participants

3. AUTHOR(S)
(101) AID/SER/IT

4. DOCUMENT DATE: 1974
5. NUMBER OF PAGES: ~~555p.~~ 558p.
6. ARC NUMBER: ARC

7. REFERENCE ORGANIZATION NAME AND ADDRESS
AID/SER/IT

8. SUPPLEMENTARY NOTES (Sponsoring Organization, Publishers, Availability)

9. ABSTRACT

10. CONTROL NUMBER
PN-AAF-023

11. PRICE OF DOCUMENT

12. DESCRIPTORS
AID
Professional personnel
Personnel development
USA

13. PROJECT NUMBER

14. CONTRACT NUMBER
AID/SER/IT

15. TYPE OF DOCUMENT

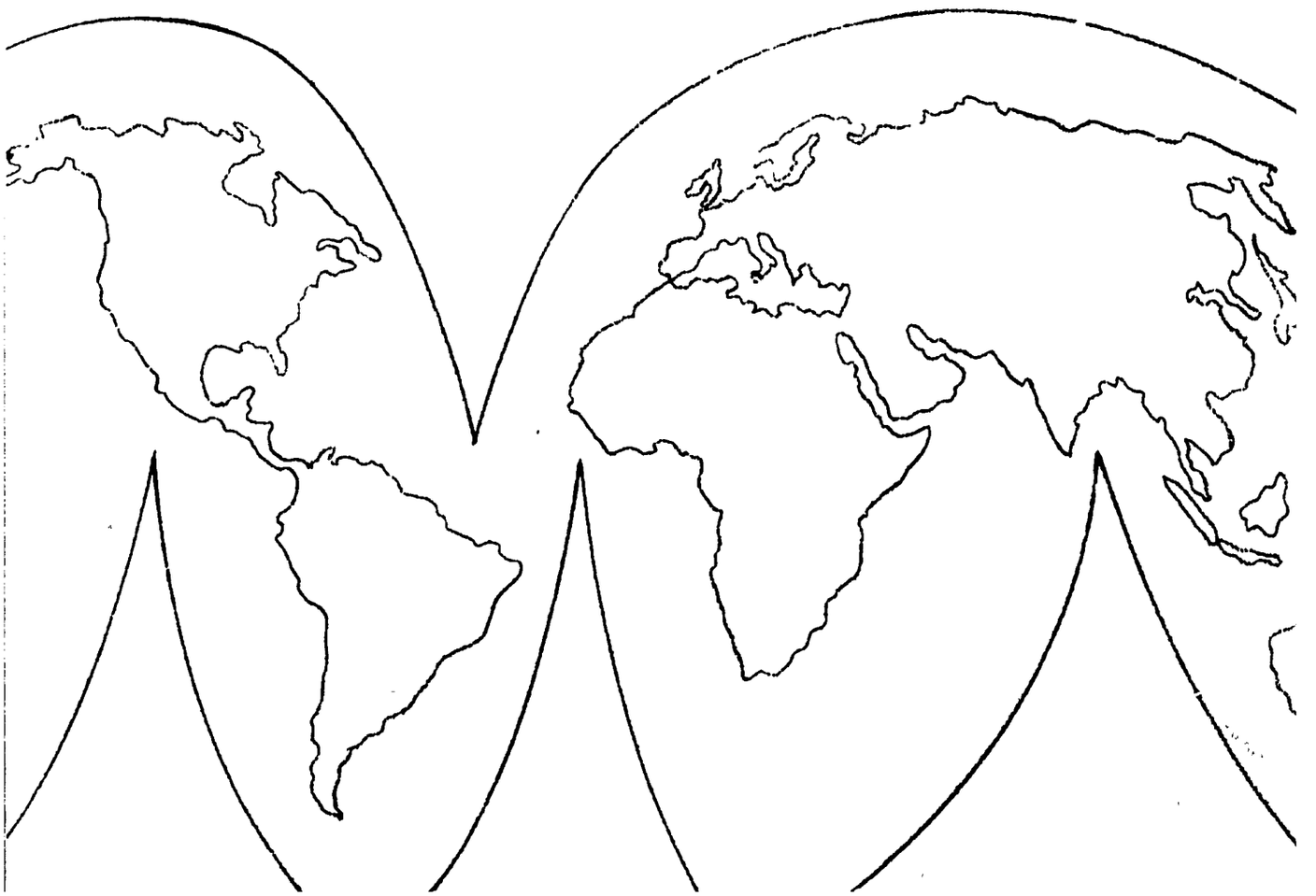
AID 590-1 (4-74)

DEVELOPMENT TRAINING GUIDE

1974

Programs Available in the U.S.
for A.I.D.-Sponsored Participants

US DEPARTMENT OF STATE agency for international development office of international training washington, dc 20523



T A B L E O F C O N T E N T S

	Page
Foreword	v
Instructions For Using The Guide	vi
Development Courses with Index	vii
Agriculture	1
Natural Resources	94
Industry And Mining	190
Transportation	199
Labor	221
Health, Family Planning And Population	250
Public Safety	315
Public Administration	327
Social Welfare, Housing And Urban Development	405
General And Miscellaneous	430
Supplemental Short Courses	440
Training In Puerto Rico	475
United Nations Training	487
Professional Meetings	488
Complementary Programs	493
Appendix: Definition of Technical Codes	500

F O R E W O R D

The third edition of the Development Training Guide is a catalog of training opportunities available to AID participants in the United States. The Guide is not meant to be a complete and comprehensive listing of all U.S. training programs. Rather, it is expected that users of the Guide will view it as an illustrative selection of the types of training that are available to participants. In many cases, the programs listed here may be expanded, shortened, combined, or otherwise modified to meet the more specific needs of individual participants. In addition, the Office of International Training is able to arrange training in many areas not covered in this catalog.

This edition also contains a listing of training opportunities which are available to AID participants in Puerto Rico. I would urge all those involved in participant training--particularly those in Latin American Missions--to carefully consider using Puerto Rico as a training site. The listing of Puerto Rican training opportunities which is appended to this edition should serve as a cross reference to Training Opportunities in Puerto Rico which was prepared in both Spanish and English by the Puerto Rican Department of State, and which is available to AID Missions upon request.

Also appended to this edition is a listing of training opportunities which are available through the United Nations. I would similarly encourage Mission personnel and their host counterparts to consult the UNESCO publication, Study Abroad when preparing training requests.

I hope that users of this catalog find it a helpful tool in our shared goal of training and developing human resources.

Arthur A. Kimball
Director
Office of International Training

INSTRUCTIONS FOR USING THE GUIDE

The Development Training Guide is organized by field of study and follows the AID Technical Code. For example, "Agriculture" is a field of study; the corresponding AID Technical Code is the 100 series of numbers (100 to 199). A more specific area of study under "Agriculture", such as "Crop and Livestock Development," would be found under Code 130. Programs dealing with Family Planning would be listed under "500- Health", or more specifically under "580- Family Planning", and so forth.

The general fields of study are as follows:

100- Agriculture
200- Industry and Mining
300- Transportation
400- Labor
500- Health
600- Education
700- Public Safety and Public Administration
800- Community Development, Social Welfare and Housing
900- General and Miscellaneous

For a more detailed definition of the Technical Code, consult page 500 of the Guide.

Program costs are listed on a per month basis. Academic training (defined as two semesters or more of training at an accredited college or university as a full time student) costs $800 per month; all other types of training are defined as "Non-academic" and cost $1,250 per month.

With regard to preparing PIO/Ps, the following guidelines may be useful:

1. In those instances where the program as shown in the Guide meets <u>all</u> of the training requirements of the Mission, Block #19 of the PIO/P should be prepared to show only the title and code number of the program.

2. In those instances where the program shown in the Guide meets <u>most</u> of the training needs, Block 19 of the PIO/P should show the program title and code number <u>and</u> give a full description of the requested changes.

3. Also, it is recommended that when preparing Block 19 of the PIO/P, you list the complementary programs which in the opinion of the Mission and host government will best meet the needs of the participant for a well-rounded total program.

INDEX TO DEVELOPMENT COURSES

	Code	Page
AGRICULTURE - 100		
U.S. Department of Agriculture -- Introduction		1
Agricultural Research Administration	110-1	2
Visiting Extension Agent.....	110-2	4
Visiting Extension Specialist.....	110-2	4
Agricultural Information Techniques	110-3	6
Extension Administration & Supervision	110-4 A&B	9
Extension Education in Agriculture, Rural Youth and Home Economics	110-5	11
Public Administration in Agricultural Development	110-6	13
Extension Education in Community Development	110-7	15
The Role of the Educator and Extension Worker In Community Development	110-8	17
Preparation of Rural Teachers of Agriculture	110-9	19
Irrigation Problems and Practices	120-1	21
Management of Arid Lands and Salt-Affected Soils	120-4	23
Soil Fertility and Ecological Relationships Affecting Food Production	120-5	25
Technical and Economic Aspects of Soybean Production ...	120-6	27
Soybean Processing For Food Uses	120-7	29
Seed Improvement	130-3	31
Range Management And Forage Production	130-4	33
Plant Quarantine	130-5	35
Agriculture Community Nutrition	130-7	37
Agricultural Policy Seminar	140-1	39

Index

	Code	Page
Agricultural Capital Project Development Course	140-2	41
Agricultural Development And Implementation	140-3	43
Basic Statistics With Emphasis On Agriculture Statistics	140-4	45
Agricultural Leaders Training	140-6	47
Assistant County Supervisor Induction Training For Supervised Credit	140-7 A&B	49
Agricultural Credit	140-9 A,B&C	51
Agricultural Credit (In Puerto Rico)	140-10 A&B	53
Agricultural Cooperatives	140-11	55
Organization And Operations of Rural Electric Distribution Systems	140-12	57
Agricultural Surveys And Censuses	140-13	59
Farm Credit Administration	140-20	62
Field Training Services In Cooperatives	140-21	64
Marketing Of Livestock and Livestock Products	150-1	66
Grain Storage and Marketing Course	150-2	67
Fruit And Vegetable Marketing	150-3	68
Meat Animal Slaughter And Processing	150-4	69
Agricultural Marketing For Agricultural Development	150-5	71
Agro-Industrial Industrial-Development Program	150-6	73
Home Economics	160-1 A&B	75
Home Improvement	160-2	77
Rural Youth Leadership	165-1	79
Forest Inventory And Resource Surveys	170-1	81

	Code	Page
Tropical Forestry	170-2	84
Individual Training In Tropical Forestry Research Techniques	170-3	86
Multiple-Use Forest Management	170-4	88
Observation of Multiple-Use Forest Management	170-5	90
Forest Products Utilization	170-6	92
NATURAL RESOURCES - 100		
Bureau of Land Management -- Introduction		94
Multiple Use, Sustained Yield, And Environmental Enhancement of Natural Resources	120-25	96
Land Use Planning and Environmental Analysis	120-26	97
Land Base Management	120-27	98
Land Base Management	120-28	99
Livestock Management As A Land Management Tool	120-29	100
Watershed Conservation	120-30	101
Minerals And Energy Management	120-31	102
Cadastral Land Survey	120-32	103
Land Records Management	120-33	104
Bureau of Reclamation -- Introduction		105
Research And Laboratory Procedures	120-8	106
Drainage And Ground Water Engineering	120-9	107
Canal Design And/Or Construction	120-10	108
Mechanical Engineering Water Control Structures	120-11	110
Project Investigations	120-12	112
Engineering Geology	120-13	114

Index

	Code	Page
Irrigation Operations And Maintenance	120-14	115
Dam Design And Construction	120-15	116
Electrical Power Systems Engineering	220-1	118
United States Geological Survey -- Introduction		120
General Hydrology	120-16	124
Surface Water Hydrology	120-17	125
Ground Water Hydrology	120-18	127
Sedimentology	120-19	128
Administration And Management Of Water Resources Organization	120-20	129
Quality Of Water	125-1	130
Remote Sensing	190-1	133
Systems Analyst And Applications Programmer	190-2	136
Computer Center Management	190-3	137
Geologic Education Advancement	190-4	139
Field Geology And Geologic Mapping	190-5	140
Engineering And/Or Environmental Geology	190-6	142
Geophysics	190-7	143
Energy Resource Investigations	190-8	145
Mineral Deposit Investigations	190-9	146
Marine Geology	190-10	148
Geological Library Techniques And Procedures	190-11	149
Mineralogy	190-30	150
Biostratigraphy	190-31	150
Chemical Analysis	190-32	151

	Code	Page
Regional Geochemistry	190-33	152
Coastal Plains Studies	190-34	153
Administration, Management, Programming And Planning For Topographic Surveys	190-12	156
Geodesy For Topographic Mapping Surveys	190-13	157
Aerial Photography And Photo-Interpretation For Topographic Mapping	190-14	158
Photogrammetry	190-15	160
Cartography For Topographic Mapping	190-16	161
Editorial Management	190-17	163
Thematic Map Preparation	190-18	164
Lithographic Map Reproduction As Practiced By The Geological Survey	190-19	166
Warehousing And Distribution Of Books And Maps	190-20	167
The Administration Of A Geologic Publications Program	190-21	169
National Oceanic And Atmospheric Admin. -- Introduction		170
Hydrographic Surveying	120-21	171
Hydrologic Analysis And Forecasting	120-22	172
Seismology (Professional)	190-22	173
Seismological Laboratory Operations	190-23	174
Geodetic Surveying	190-24	175
Photogrammetry	190-25	176
Map And Chart Reproduction	190-26	177
Theory Of Operation And Maintenance Of Complex Meteorological Sensing And Data Processing Equipment	190-27	178

	Code	Page
Department of Defense, Army Corps of Engineers		
Flood Protection	120-23	181
Hydroelectric Power Generation	220-2	181
Beach Erosion Control And Shore Protection	340-1	181
River Basin Planning	350-1	181
Improving Waterways For Navigation	350-2	181
Construction Management	350-3	181
Bureau of Sport Fisheries And Wildlife -- Introduction		182
Warm Water Fish Culture	180-1	183
Trout And Salmon Culture	180-2	184
Advanced Fish Disease Course	180-3	185
Wildlife Management - Unstructured	190-28	186
National Marine Fisheries Services		
Fish Inspection And Quality Control	180-4	188
INDUSTRY AND MINING - 200		
Bureau of Mines -- Introduction		190
Minerals Research	210-1	191
Mineral Resource Development	210-2	191
Mine Health And Safety	210-3	192
Study And Research In The Field Of Earth Sciences And Mineral And Fuel Economics	210-4	193
Tennessee Valley Authority -- Introduction		194
Agricultural Resource Development	140-19	195
Training In Fertilizer Promotional, Educational And Advertising Programs	231-1	196
Fertilizer Production And Plant Engineering	231-1	197
Training In Fertilizer Marketing	231-3	198

	Code	Page
TRANSPORTATION - 300		
Federal Highway Administration -- Introduction		199
Highway Equipment, Maintenance And Repair	310-1	200
Advanced Highway Engineering - (Multi-Regional Program)	310-4	201
Maritime Administration -- Introduction		202
Steamship Line Operations And Management	360-1	203
Public Port Authorities Operation And Administration	360-2	203
Public Port Authorities Port Engineering	360-3	204
Vessel Construction And Repair	360-4	205
Federal Aviation Administration -- Introduction		207
Advanced Air Traffic Control Course For International Participants	370-1	208
Air Traffic Facility Administration Course	370-2	209
International Flight Inspection Pilot	370-3	210
International Flight Inspection Technician	370-4	211
Communication Equipment Course For International Participants	370-5	212
Aircraft Dispatching	370-6	214
Aircraft Maintenance	370-7	214
Electro-Mechanics	370-8	215
ILS/VOR Maintenance	370-9	216
Radar Maintenance	370-10	217
Tacan Maintenance	370-11	220

	Code	Page
LABOR - 400		
Department of Labor -- Introduction		221
Harvard Trade Union Program	410-1	222
Trade Union Technician Training	410-2	223
Cooperative Technicians Training	410-3	224
Labor Education Technician Training	410-4	226
Skill Training	420-1	227
Administration And Operation Of Manpower Agencies Including Public Employment Services	420-2	229
Manpower Planning Employability Development	420-3	231
Policy Makers -- Special Program	430-1	233
Labor Ministry Leadership	440-1	233
Occupational Safety And Hygiene	450-1	235
Dispute Settlement--Arbitration, Mediation, Conciliation	460-1	237
University Training - Labor	460-2	239
Industrial And Technical Training	470-1	240
Bureau Of Labor Statistics -- Introduction		242
Seminar On Labor Statistics Program Management	480-1	242
Seminar On Techniques Of Applied Statistical Analysis	480-2	244
Senior Research Fellow Program	480-3	246
Special Programs	480-4	246
International Manpower Seminars	490-2	248

	Code	Page
HEALTH, FAMILY PLANNING AND POPULATION - 500		
Communicable Disease Control	510-1	250
Public Health: With Emphasis In Health Care And Hospital Administration, Maternal And Child Health, Health Education, Nutrition, Family Health, Epidemiology, Nursing	540-1	251
Public Health Practice--In-Service Training And/Or Observation	540-2	252
National Health Planning	540-4	253
Nursing Programs (non-degree)	540-5	254
Nursing Programs (Associate Degree & Diploma Program)	540-6	255
Professional Nursing Education	540-7	256
Professional Nursing Education (Graduate)	540-8	258
Graduate Pharmacy Education	540-9	259
Medical Technology	540-10	260
Medical Laboratory Technician (non-degree)	540-11	261
Dental Graduate	540-12	262
Graduate Course In Basic Medical Sciences	540-13	264
Post Doctoral Training In Medical Education Or Clinical Medicine Without Responsibility For Patient Care	540-14	265
Post Doctoral Training In Most Specialties In Clinical Medicine-Intern Or Residency Level, With Responsibility For Patient Care	540-15	266
Preventive Medicine	540-16	268
Sanitary Engineering, Environmental Health Engineering, Sanitarian Academic Programs	520-1	269
Summer Field Training Institute For Engineers And Sanitarians	520-2	270
Sanitary Engineering And Public Health Technician Training	520-3	271

Index

	Code	Page
Water And Sewerage Facilities - Operation And Maintenance	520-6	272
Comprehensive Training For Foreign Sanitarians	520-7	274
Public Health Sanitation School	520-8	276
Public Health Nutrition	560-1	279
Public Health Aspects Of Food Science And Technology	560-2	280
Health Education (Community and School)	560-3	281
Program On International Nutrition & Development Policy	560-4	283
Agriculture Community Nutrition	560-5	285
Production Of High Nutrition, Low Cost Foods Using Vegetable Protein	560-6	287
Advanced Study Program In International Nutrition Planning	560-7	288
Population Statistics And Demographic Analysis	570-1	290
Population/Family Planning Section -- Introduction		294
A Functional Classification Of P/FP Manpower		294
Principles To Consider In Participant Training In P/FP		298
World-wide Participant Training Fund		299
How Implement U.S. PIO/P Funded P/FP Training Programs		300
Training Categories -- Introduction		302
Administrative Personnel		
Training For Administrators And Managers	580-12	302
Operating Personnel		
Special Training For Medical Doctors	580-13	302
General And Clinical Training For Nurses And Nurse Midwives General Programs	580-14	304

	Code	Page
Training For Para-Professionals And Auxiliaries	580-15	305
Training For Information And Education Workers Introduction	580-16	306
Training For Social Workers And Home Economics	580-17	307
Training Of Training Officers	580-18	308
Demography	580-19	309
Population Statistics And Survey Techniques	580-20	310
Computer Science For Family Planning	580-21	310
Evaluation Of Family Planning Programs	580-22	310
Population, Economics, Dynamics and Policy	580-23	310
Training In Library Science For Population Librarians	580-24	311
Population Education	580-25	311
Opportunities For Orientation And Observation In Population And Family Planning	580-26	313

PUBLIC SAFETY - 710

Office of Public Safety, AID -- Introduction		315
International Police Academy -- Senior Course	710-1	317
International Police Academy -- General Course	710-2	318
Police Management With Narcotics Orientation Course	710-17	320
Prevention And Investigation Of Contemporary Violence	710-19	321
Audio Visual Communications	710-14	322
Police Telecommunications Management	710-7	323
Police Executive Program	710-4	324
Other Available Training Programs In Addition To The Courses Offered At The International Police Academy		325

PUBLIC ADMINISTRATION - 700

Applied Management Program	720-1	327
Development Economics And Administration (Multi-Regional)	720-2	328

	Code	Page
Dynamic Management For International Executives	720-3	329
Management Today--Modern Concepts And Practice	720-4	330
Maxwell International Development Services For Host Country National Officials	720-5	332
Graduate Program In Technology, Moderation And International Studies	720-6	333
Summer Program Of The Economic Institute	720-7	335
Public Personnel Administration	730-1	337
Local Development: Area Administration And Project Analysis	740-1	338
Management Analysis (O & M)	740-2	339
Project Analysis And Management	740-3	340
Seminar On Leadership And Organizational Innovation	740-4	342
Management Of Development Projects	740-5	343
Administrative Management	740-6	344
Development Administration	740-7	345
Training Administration	740-8	346
Operations Research And Policy Analysis	740-9	347
Dynamic Management For International Executives	740-10	348
Administrative Intern Program	740-11	349
Masters Programs For Training Non-Formal Education Specialists	740-12	351
Workshop On Policy For Public Enterprise In Developing Countries	740-13	353
Management Development Program In Finance And Comptrollership For International Executives	750-2	355
Financial Management	750-3	356

	Code	Page
Bureau Of Economic Analysis -- Introduction		357
Short-Term Programs In National Income And Product Accounting	750-4	358
National Income And Product And Related Systems Of Economic Accounting (Basic Course)	750-5	359
Internal Revenue Service -- Introduction		363
Supervisory Development	750-10	364
Middle Management	750-11	365
Comprehensive Course For The Development Of Tax Administration	750-12	366
Real Property Tax Administration	750-13	367
Sales And Excise Tax Administration	750-14	368
Organization And Operation Of In-Service Training In Taxation	750-15	369
Planning And Program Development In Tax Administration	750-16	370
International Tax Program	750-17	371
Training Of Trainers In Management	770-1	372
Electronic Data Processing/Systems Analysis	780-1	374
Insurance Administration	790-1	376
Bureau Of The Census -- Introduction		378
Agricultural Surveys And Censuses	140-13	379
Population Statistics And Demographic Analysis	570-1	382
Sampling And Survey Methods	780-2	386
Economic Surveys And Censuses	780-3	389
Data Processing	780-5	393

	Code	Page
Civil Service Commission -- Introduction		397
The United States System Of Personnel Administration ..	730-2	398
Bureau Of Customs -- Introduction		400
Foreign Customs Training Course	750-9	401
United States Postal Service -- Introduction		402
Management Center--Postal Service Training & Development Institute	790-11	403
SOCIAL WELFARE, HOUSING AND URBAN DEVELOPMENT - 800		
Social And Rehabilitation Service -- Introduction		405
Training - Community Programs For Children	820-1	406
Social Aspects Of Family Planning And Population	821-1	407
Advanced Training In Social Welfare Research	821-2	409
Social Welfare Administration In National Development .	821-3	410
Current Trends In Social Work Education	821-4	412
Rehabilitation Of The Disabled -- Development Of National Resources To Serve Disabled	821-5	413
International Disaster Preparedness Seminar	821-6	415
Extension Education In Community Development	821-7	417
Social Security Administration -- Introduction		420
Automatic Data Processing	780-7	421
Seminar On Social Security Policy	820-2	423
Seminar On Administration Of Social Security	820-3	424
Individual Participant Training Program For Social Security Administrators and Technicians	820-4	426

	Code	Page
Federal Home Loan Bank Board -- Introduction		428
Saving & Loan Association Management And Supervision ...	830-1	429
GENERAL AND MISCELLANEOUS - 900		
Private Enterprise		430
National Bureau Of Standards -- Introduction		432
Institute For Basic Standards	990-1	433
Institute For Materials Research	990-2	433
Institute For Applied Technology	990-3	434
Center For Radiation Research	990-4	434
Center For Computer Sciences And Technology	990-5	434
Office Of The Associate Director For Information Programs	990-6	435
National Park Service -- Introduction		436
Administration Of National Parks And Equivalent Reserves, International Seminar	940-1	437
Park Planning, Illustrative Six-Month Training Program	940-2	438
SUPPLEMENTAL SHORT COURSES		
Supplemental Short Courses -- Introduction		440
Executive Development Program/Cornell		441
Executive Development Program/Michigan		441
Executive Development Program/South Carolina		442
The Executive Program/U. of California		443
Executive Program In Business Administration/Columbia...		444
Executive Program In Business Administration		445

	Code	Page
Executive Program For International Managers/Columbia ..		445
Executive Seminar "The Role of the Manager in Managing Change"/U. of Virginia		446
Public Utility Executive Program/U. of Michigan		447
Executive Technical Development/Polytechnic Inst.		447
Executive Development Program/U. of Illinois		448
Administrative Management Institute/U. of Pittsburgh ...		449
Managing Corporate Resources/U. of Virginia		450
The Executive Program/U. of Virginia		450
Management Today--Modern Concepts And Practice/Civil Service Comm.		451
Institute of Modern Management/U. of Denver		453
Basic Advanced Management Program		454
Seminar On Leadership And Organizational Innovation/U. of Pittsburgh		454
Human Relations For Supervisory Personnel/Utah State U..		455
Economic Institutes/U. of Colorado.....		455
How To Improve Classroom Training Techniques/U. of Michigan		456
Health Administrators Development Program/Cornell		457
Environmental Aspects In Use Of Insecticides, Herbicides And Fungicides/Syracuse U.		458
Pesticide Production And Formulation/Syracuse U.		458
Irrigation Operator's Workshop/Utah State U.		459
Management Institute For Water And Wastewater Districts/Utah State U.		460
Personnel Administration/Georgia Inst. of Tech.		460
International Development Program/U. of Rhode Island ...		462

	Code	Page
Accounting For Executive Management		463
Short Courses At The Georgia Institute Of Technology		464
Management And Organizational Development/Stanford U. ...		465
Short Courses In Agriculture And Engineering/North Carolina State U.		466
Short Courses Conducted By The Federal Supply Service/GSA.		468
Automatic Data Processing/U.S. Civil Service Comm.		469
Special Summer Programs At The Massachusetts Institute Of Technology		470
Automatic Data Processing/Computers In Law Enforcement ...		472
A Multi-National Experience In Education/U. of S. Calif. .		473
Continuing Education In Engineering And Mathematics/UCLA .		474

TRAINING IN PUERTO RICO

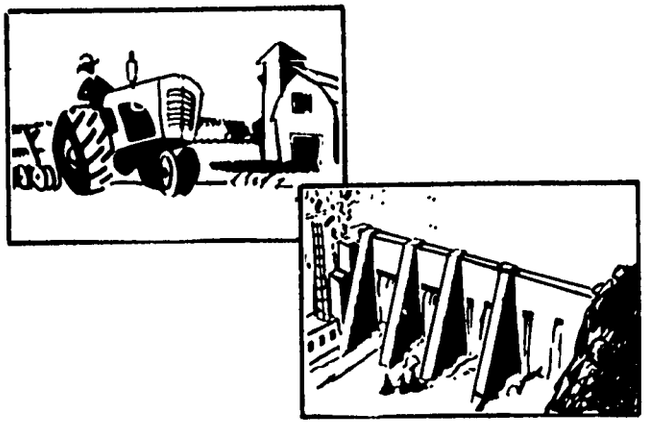
Training In Puerto Rico -- Introduction		475
Agriculture		476
Natural Resources		477
Industry And Commerce		478
Aqueduct And Sewers		478
Transportation And Public Works		479
Labor		479
Health		480
Education		480
Finance		481
Planning		481
Social Services		482

	Code	Page
Community Development		483
Housing		483
Community Development (Cooperatives)		484
Puerto Rico Water Resources Authority		484
Human Relations		484
Justice		485
Police		485
College Of The Fire Department Of Puerto Rico		485
Civil Defense		486
Real Estate		486
Ports		486
UNITED NATIONS TRAINING		
United Nations Training -- Introduction		487
PROFESSIONAL MEETINGS		
Professional Meetings -- Introduction		488
Agriculture		489
Education		489
Health		490
Industry		490
Medicine		491
Public Administration		491
Sciences		491
Communication And Information		492

	Code	Page
COMPLEMENTARY PROGRAMS		
Pre-Academic Workshops		493
Communication Workshops		494
Development Management Seminars		495
Mid-Winter Community Seminars		496
Washington International Center		497
English Language Training		498

AGRICULTURE AND NATURAL RESOURCES

-100-



UNITED STATES DEPARTMENT OF AGRICULTURE

This set of prospectuses has been developed through the co-operative efforts of AID/Washington and the U.S. Department of Agriculture. They represent the continuing training opportunities available in agricultural fields. In addition, they provide information to cooperating U.S. educational institutions, organizations and agencies, making their participation easier and more systematic.

Most of the training situations described in these prospectuses relate to groups only, but such groups may be either single- or multi-country. Taken into account is the need to concentrate the resources of U.S. training institutions along with the importance of providing special kinds of training experience not easily available to the individual participant.

In group situations participants find great benefit in working with nationals of other countries interested in their same field of study. This creates an opportunity for exchange of experience, and broader prefessional and personal contacts, and greatly enriches the total training experience. In most cases a skilled technical leader is assigned to groups throughout the training period.

The subject matter fields and types of training reflected in these prospectuses are based on past program participation, current interest, and estimated future needs. The prospectuses in no way attempt to cover all training available through the USDA and the land-grant university system, but should serve as a guide as to the type, level and scope of training which can be profitably arranged in a given field.

It is emphasized that these courses may be supplementary to the participant's total program or that supplementary individual or team training may be arranged for participants who are programmed primarily for one of these courses.

In some cases participants may take part in more than one group course, schedule and time permitting.

Title & Code: AGRICULTURAL RESEARCH ADMINISTRATION - 110-1

Department of Agriculture

Begins: September Duration: 3 - 4 Months

PIO/P Category and cost per month: Non-academic- $1,250/ month

Development Objectives:

1. Study examples of contribution that Agricultural research has made to expanding Economy.

2. Study the use of the various techniques and methodology used in adaptive research.

3. Orient participants to the subject of Agricultural Administration, its importance to agricultural development and what may be accomplished through better administration.

4. Evaluation of agricultural research relative to other investments and means of agricultural development and economic development in the participants home country.

5. Study the criteria used by scientists and administrators in the selection of research problems and priorities.

6. Study program development and control methods for use with research units or bureaus.

7. Study the role of administrators in decision-making for research resource allocation.

8. Understand the role of legislation in supporting research.

9. Consider means to disseminate research results.

10. Consider the feasibility of future technical collaboration with the United States and other available resources to improve research management in the participants home country.

Training Plan:

This training will normally be conducted on a group basis with a Technical Leader.

Following a one week period of orientation and study in the USDA in Washington, D.C., the group will spend several weeks at state, federal, and private research stations, to study the principles and techniques of agricultural research administration. The final week will be in Washington, D.C., for review and evaluation.

The program will include the following activities:
1. Orientation of participants to the subject of Agricultural Administration, its importance to agricultural development and what may be accomplished through better administration.

2. Review of the various administration situations and some of the more pertinent administrative problems to which members of the group are seeking possible solutions.

3. Review of the pertinent aspects of agricultural research administration that will stress the application of administrative principles in the participant's home country as related to:

a. Policy-making and planning.
b. Program development and control.
c. Financial support and budgeting.
d. Organizing resources.
e. Supervising program operation.
f. Analyzing administrative problems.
g. The Administrator's role in decision-making.
h. Discussion and illustration of application of administrative principles.
i. Evaluation.

4. Review methods to get the results of research put into practice.

Candidate Requirements:
Participants should be administrators of research programs such as station directors, or assistants, research department heads, and/or research project leaders.

Other Considerations:
Nomination Deadline: 90 days prior to beginning of course.

Documentation to AID/W: 90 days prior to beginning of course.

English Language Requirement: Ability to read, write, speak, and understand English is desirable. However, arrangements can be made to utilize other languages. Interpreters can be provided if necessary.

No academic transcript needed.

Note: This course may be offered In Country with USDA assistance.

Title & Code: VISITING EXTENSION AGENT - 110-2
VISITING EXTENSION SPECIALIST - 110-2

Department of Agriculture

Begins: March or June Duration: 24 weeks

Ends: August or November
"PIO/P Category and Cost per Month": Non-academic- $1,250/ month

Development Objectives:

The participant will work primarily as an apprentice county extension agent or subject matter specialist; and through training programs, observation and participation, will be provided an opportunity to:

1. Learn how a new worker is given induction training by an experienced staff member.

2. Learn how the agriculture, home economics and youth phases of county Extension programs are planned, carried out and evaluated.

3. Assume specific responsibilities in conduct of the county program or specialist program.

4. Learn how to organize and manage an efficient office.

5. Learn working relationships between county staff and supervisors and specialists staffs.

6. Learn how agents and specialists are kept up-to-date and improve their professional capabilities by participating in training experiences.

7. Learn the process of program planning in the county or state assigned.

8. Learn the application of Extension methods used in program implementation.

9. Develop an understanding of the role of the Extension Service in a county (or area) situation and the relationship of various other organizations in the development of the community or area.

10. Accomplish the objectives of TC-110-5, "Extension Education in Agriculture, Rural Youth and Home Economics."

Training Plan:
General

This course may be handled on either a group or individual basis. It is designed to give the participant an apprentice type experience, working closely on a day to day basis with either a county level Extension agent or an Area or State level specialist. He should be fully involved in all county, area and state levels as participated in by his trainer. The basic principles and broad aspects of Extension will be received from participation in the ten-week group course entitled, "Extension Education in Agriculture, Rural Youth, and Home Economic," TC-110-5. Course 110-5 can be arranged either prior to or after the apprenticeship experience. The Visiting Agent or Specialist experience will be arranged in a different State than the one conducting Course 110-5.

One Week - Orientation

Ten Weeks - Pariticipation in training Course #110-5 "EXTENSION EDUCATION IN AGRICULTURE, RURAL YOUTH AND HOME ECONOMICS" (Note objectives of this course).

Twelve Weeks - Apprentice experience with a county Extension agent or Area or State Extension Specialist. Assignments will be on an individual basis.

One Week - Summary, evaluation, discussions on adaptation of training to home situation, management seminar and terminal activities (for participants terminating their training program with this course).

Candidate Requirements:

A minimum of twelve years of schooling and two years experience in Extension for the visiting county agent. Extension Specialist should be presently employed, or to be employed, as an Extension Specialist, and have equivalent of a B.S. degree or higher.

Other Considerations:
Nomination Deadline: 90 days prior to starting date.

Documentation to AID/W: 90 days prior to starting date.

English Language Requirements: Ability to (1) read and converse in English, (2) Make an acceptable speech on technical agriculture in English, and (3) write acceptable reports in English.

No academic transcripts required.

Title & Code: AGRICULTURAL INFORMATION TECHNIQUES - 110-3
Sub-titled: Visual Aids, Publications, Press, Radio and Public Relations for Farm and Home Development Programs.

Department of Agriculture

Begins: Late July
Ends: July

Duration: One year, but flexibility-possible

PIO/P Category and cost per month: Non-academic- $1,250/ month

Development Objectives:
1. To develop skills and techniques in producing and using agricultural visual aids (including photography), publications, press, radio (including tape recording), TV, and conducting public relations programs and campaigns.

2. To provide training in program planning and administration of extension-type communication programs, including study of the role of communication in overall rural development programs and information techniques in extension and other rural development programs.

3. To provide understanding of the governmental, educational and press-radio policies in the United States that encourage cooperative relationships and underlie the effectiveness and free flow of information to rural people.

4. To stress the importance of knowing and understanding rural people, agricultural problems and the place of agriculture in the national economy in conducting effective agricultural information programs--and to observe the illustration of this principle in the United States.

5. To become knowledgeable about the goals and the content of the various agricultural development programs with documented achievement in the U.S. such as extension, credit, cooperatives, farm price stabilization, etc.

6. To create more zealous concern for the current world food crisis and the accompanying population problem--its cause and possible solution--and what a communication program can do to combat it.

7. Analyze comparative advantages of varied channels or methods for reaching public.

Training Plan
1. Group Segment: Orientation in Washington, D. C. on U. S.

history, geography and culture, on American agriculture and the field of information generally.

Pre-university orientation on a land-grant university campus and in a rural community with visits to farm homes. Observation of keys to development at the local level, plus general observation on agriculture and farm life since farm families are the ultimate users of agricultural information.

2. Academic Segment: Individually selected, depending on participant's training needs, college or university enrollment for two semesters (or their equivalent). Choice usually between agricultural journalism department and audio-visual education. In selected cases, in-service work experience can be arranged in lieu of academic.

3. Post-Academic Segment: Field trips to farm magazine and farm newspaper editors and radio-TV farm directors, county agricultural offices, cooperatives, and special events in agriculture and information fields.

In-service experience in an agricultural information office (usually an extension editorial office).

Workshop sessions on the broad and fundamental principles of communication--stressing psychology of human behavior and sociological aspects of change-plus multiplying benefits of training on return home.

Workshop sessions on the broad and fundamental principles of management and economic development.

Evaluation program reports and find technical contacts at USDA and AID.

Candidate Requirements:
Experience in agricultural information program with extension-type goals desirable. College-level background useful but not necessary. Agriculturists being groomed for information assignment also acceptable.

Course designed for generalist in information but intensive training can be spelled out in PIO/P stressing visual aids, broadcasting, publications or photography or combinations of these.

Other Considerations:
Nomination Deadline: Early April

Documentation to AID/W: Early April

English Language Requirements: Better than standard requirement in the case of participants slated for enrollment in journalism or radio course. Standard requirements will suffice for those emphasizing visual aids.

Note that the course is not oriented towards a college degree, undergraduate or graduate. If degree is desired this should be spelled out. Note also that the program duration will require longer than a year in most cases. Transcripts will be required for academic credit.

Transcripts required if any academic experience is included or if duration is six months or longer.

Title & Code: Extension Administration & Supervision (Spanish & English) - 110-4 A and B

Begins: March - June
or
Ends: June - August

Duration: 10 Weeks

110-4A: Spanish
110-4B: English

PIO/P Category & Cost Per Month: Non-academic- $1,250/ month

Development Objectives:
This course is designed for administrative and supervisory personnel in technology transfer systems (Extension). It can be offered in English at one of the Land Grant Universities on the mainland or in Spanish in Puerto Rico.

1. Develop an understanding of the role of Extension in overall agricultural and rural development, and the essential elements of success.

2. Develop an understanding of the philosophy and principles of Extension education.

3. Develop an understanding of the role and functions of administrators and supervisors (and their inter-relationship) in the process of planning, implementing and evaluating an effective Extension program. This includes the design and use of daily, monthly and annual reports.

4. Develop an understanding of the process and procedure in policy making.

5. Acquire increased understanding of the process and methods by which ideas are communicated, and how these principles are used by administrators and supervisors.

6. Develop an understanding of the principle of priorities in program planning and implementation, and their application to the use of human, financial and material resources. Special emphasis on budget management.

7. Develop an understanding of personnel management, job description, placement, motivation, performance, evaluation, counseling.

8. Develop a great appreciation of the importance of professional improvement and the supervisors role in staff training and development.

9. Develop an understanding of the various government and private sources of assistance available to rural families and how Extension works with and through them (credit agencies, regulatory agencies, soil conservation services, vocational education, agro-business, civic and community organizations.)

10. Provide an opportunity for the interchange of ideas between participants from various countries participating in the course.

11. Develop a better understanding of how to plan for and evaluate the effectiveness of administration and supervision.

12. Develop the teaching skills and understanding of how to apply principles learned to the solution of specific problems in the respective countries of the participants.

Training Plan:
Participants not already started on a training program will need at least one week for orientation in Washington, D.C. prior to start of this course.

The basic portions of this course will be conducted on the campus of the university handling it. Approximately two weeks will be spent with an area supervisor, two to three weeks observing the Extension program at county level and one week participating in training programs for Extension staff. Approximately one week will be devoted to gaining an understanding of the various government and private agencies and organizations with whom Extension works in assisting rural families. The final week will be devoted to evaluation of the course and developing plans for utilization of the skills and knowledge gained to the home country of each participant.

The Spanish section of the course will include two to four weeks at a land grant university on the mainland, supplementing the Puerto Rico experience. An interpretor will be provided for this period.

Candidate Requirements:
Men or women employed, or to be employed, in positions of administrating or supervising national, State or regional Extension education programs. At least twelve years of schooling and three years Extension experience desirable. Potential or demonstrated ability to plan, arrange and conduct this type of training in the home country is expected.

Other Considerations:
Nomination Deadline - December 1. Documentation to AID/W - December 15.

Language requirements:
Course 100 4A--Ability to read, write, speak and understand Spanish.
Course 100 4B--Ability to read, write, speak and understand English.

No academic transcript needed.

Note: This course may be offered in country by USDA/AID upon request for presentation in country.

.....

Title & Code: EXTENSION EDUCATION IN AGRICULTURE, RURAL YOUTH AND HOME ECONOMICS 110-5

Department of Agriculture

Begins: May or June

Ends: July or August

"PIO/P Category and Cost per Month"

Duration: 10 weeks
up to 6 credit hours may be offered for this course

Development Objectives: Non-academic- $1,250/ month

1. Develop an understanding of the role of Extension in overall agriculture and rural development, and the essential elements for success.

2. Develop an understanding of the need for a close relationship between resident teaching, research and Extension and how this is accomplished in American land grant universities.

3. Develop an understanding of the philosophy and principles of Extension Education.

4. Develop an understanding of Extension organization, and the role of administrators, supervisors, program leaders, subject matter specialists, field agents, including para-professionals.

5. Develop an understanding of how Extension programs are planned, executed, evaluated; with full participation of the men, women and youth being served.

6. Develop an understanding of why and how volunteer unpaid leaders are used in Extension; learning how they are selected, trained and motivated and their role in planning and implementing rural youth and adult programs.

7. Develop an understanding of the various government and private sources of assistance available to rural families and how Extension works with and through them (credit agencies, ASCS, soil conservation, schools and vocational education, agro-businesses, cooperatives, civic and community organizations).

8. Acquire increased understanding of the process and methods by which ideas are communicated.

Training Plan:

1. Two-Four Weeks - State level experience:
Lectures, seminars, workshops and discussions on campus of the land grant university conducting the course; covering all aspects of Extension at State level. Reports from each participant on the Extension program in his country, orientation on government and private agencies and organizations with whom Extension works in serving rural families.

2. Four-Seven Weeks - County and area field experience:
Study, observation and participation in the planning, implementation and evaluation of Extension programs at area and county level.

3. One-Two Weeks - Terminal program on campus:
Apprentice experience with supervisor and/or subject matter specialists. Preparations and presentation of reports by each participant on how training will be applied in home country. Evaluation of course.

Candidates Requirements:

Applicants should be presently employed, or to be employed, in an Extension type position.

Other Considerations:
Nomination Deadline: February 1

Documentation to AID/W: February 15

English Language Requirements: The ability to read, write, speak and understand English is required. A special course with interpretor could be arranged for a group of 10 or more.

In-country training:

This course with adaptation is especially suited for presentation in home country using indigenous materials and situations. It would be developed and conducted jointly by home country Extension leadership and U.S. Extension personnel.

Title & Code: PUBLIC ADMINISTRATION IN AGRICULTURAL DEVELOPMENT - 110-6

Department of Agriculture

Begins: Mid-July
Ends: Mid-August

Duration: 4 weeks*

PIO/P Category and cost per month: Non-academic- $1,250/ month

Development Objectives:

A. To increase the capacity of agricultural officials - men and women - for effective administration, through further development of understandings and skills in:

1. Applying principles and techniques of administration in day-to-day practices.

2. Decision making, sharing responsibility, and delegating authority.

3. Developing broader concepts of effective leadership in administration and supervision.

4. Analyzing the need for and means to assemble, coordinate, and organize resources in planning and executing programs.

5. Understanding important elements in human relationships, such as: selection, placement, motivation, direction, and development of personnel.

6. Understanding the work of agriculturally related institutions of local, state, and federal governments.

B. To combine training in the application of principles of administration to agricultural development with:

1. Training in skills needed to extend this new knowledge to other individuals.

2. Development and use of indigenous training materials in subject matter and methodology.

* Normally supplements other training. Participants permitted to start with this program will be required to arrive one week early for essential orientation.

Training Plan:

A. One week - Washington, D.C.

Orientation to programs of the U.S. Department of Agriculture and their place in agricultural development.

B. Three weeks - Land Grant University

(1) Use of a variety of teaching methods such as lectures, discussions, seminar presentation, problem-solving cases, related readings, consultations, and observation of operating programs.

(2) Practice in the skills of organizing and conducting special courses, preparing and using indigenous training materials and situations.

(3) Emphasis on application of administrative principles in the participant's country situation as related to:

Policy making and planning
Program development
Financial support and budgeting
Staff development
Finding and organizing resources
Supervising program operations
Decision making
Communications

Candidate Requirements:

Executive-level officials with technical subject-matter backgrounds who have, or will have, substantial administrative responsibility for planning, operation and review of rural development programs.

Other Considerations:

Nomination Deadline: March 15

Documentation to AID/W: March 15

English Language Requirements: Ability to speak, read, write and understand English is required.

No academic transcript needed.

Note: This course may be offered In Country with USDA assistance.

Title & Code: EXTENSION EDUCATION IN COMMUNITY DEVELOPMENT - 110-7

U.S. Department of Agriculture

Begins: May - June Duration: 8 - 10 weeks

Ends: August - September

PIO/P Category & Cost Per Month: Non-academic- $1,250/ month

Development Objectives:

1. Develop an understanding of the definitions of Community Development, "Community" and "Sense of Community", and the difference between Process and Content in Community Development.

2. Develop an understanding of the several philosophies of community development practitioners, i.e., the educator versus the planner.

3. Develop an understanding of the major approaches to community development.

4. Develop an understanding of the relationship between Extension and the State and Local governments and the local community in community development.

5. Develop an understanding of the role(s) of Extension in community development.

6. Develop an understanding of the difference between assisting local citizens to make and implement community decisions (facilitating) and making decisions for them (consulting or advising).

7. Develop an understanding of the vertical and horizontal decision making processes in the community and how to integrate them.

8. Develop an understanding of the organizational structures or systems universitites are using to deliver a full range of community services to the people of the states and the limitations of these organizational structures.

9. Develop a Sense of Community among participants.

10. Develop an understanding of the Communications Process as it applies to Community Development

11. Develop an understanding of group decision making processes, facilitation of community decision, making group dynamics, group development, and organizational and leadership process skills.

Training Plan:
Training will be conducted on a group basis. The group should become acquainted with local communities and participate with local people in struggling with local problems. Special attention, in seminar setting, should be given to application of the knowledge gained to home country needs and problems.

Two to Four Weeks - Land Grant University Campus

Reports from each participant and getting acquainted - discussion of participant's country needs & problems, and developing group skills needed by participants in relating to each other during the course. Workshops, seminars, lectures and discussions addressing the course objectives.

Four to Six Weeks - Field observation and experience

Place participants with practitioners at Area, County or State level whichever would be most in line with the needs of the participant.

Two to Three Weeks - Land Grant University Campus

a. Review and evaluation of progress toward course objectives.

b. Seminar relating theory and experience in the field.

c. Organizational structures that universities use to deliver community services to local communities.

d. Seminar on application to home country needs and problems.

Candidate Requirements: Applications should be from persons who are employed or are to be employed in community development work or who will be supervising others in community development work, with educational agencies or other agencies of government engaging in community development.

Other Considerations:

Nomination Deadline: February 1

Documentation to AID/W: February 15

English Language Requirements: ALIGU 70/70; familiarity with socio-economic terminology is desireable.

No academic transcript; up to 6 credit hours may be awarded.

Note: This course available for in-country training.

.....

Title and Code: THE ROLE OF THE EDUCATOR AND EXTENSION WORKER IN COMMUNITY DEVELOPMENT - 110-8

Duration: Two weeks to two years*

Locale: School of Social and Community Services University of Missouri

Begins: August

Ends: August

PIO/P Category and cost per month: Non-academic- $1,250/ month

Development Objectives:
To acquaint international students with the factors that affect the effectiveness of encouraging local change when working in communities and with the possibilities of coping with these factors. Although past seminars have contained participants largely from the educational sector, the present policy is to relate also to those in the field of Extension. It is applicable to those in administrative, planning, and supervisory positions as well as those directly engaged in community work.

Training Objectives:
In addition to lectures and discussions, supported by training aids, study tours are made to rural and urban situations, programs, and projects in Missouri. Outside lecturers from Universities, organizations, or government are used whenever useful to the program. Faculty and Field Specialists of the University take part in the training.

Candidate Requirements:
The participants should be from lesser developed countries and be concerned with programs of local development for economic, political, and social betterment. Although those with work experience are best able to relate the study to actual situations, those who intend to be in such work later on can find the course useful.

The participant should be one who has no serious handicap in the use of English. Twenty participants is the minimum number for the course. The maximum number is forty.

*Also available:

A. Special Study Programs

1. A second type of training experience is provided by the Department on a request basis for single individuals and small groups of international students. The timing and content is arranged according to the training needs and within the competence of the staff of the Department of Regional and Community Affairs. Nominations should be received at least ninety days prior to the program implementation. The training consists largely of consultations and field studies. The purpose is to acquaint participants with basic principles concerning motivation and influence on communities and groups and their response.

2. Training programs are also available for more than eight participants. These are conducted during intersession periods or during the summer for any period of time fitting the academic program calendar.

   Proposals should be received at least ninety days prior to beginning of the project. The purpose is to acquaint students with factors that affect approaches to encouraging and inducing local change. Seminar discussions, informal lectures, study materials, and field studies constitute the methods of training used.

Academic Programs

1. A Diploma in Community Development. Eighteen hours of regular academic courses and a limited period of field study enables students to enter a non-degree program. The non-degree program provides students without undergraduate degrees to obtain a diploma in Community Development. A total of eighteen credit hours must be earned in basic courses. Candidates are urged to begin the program in the first semester. Basic courses include Introduction to Community Development, Group and Interpersonal Competence, Special Readings and Problems. Electives within the field constitute the remainder of the courses.

2. A Degree in Community Development
   The University of Missouri is one of few Universities offering such a degree through specialized study. It is directed towards the preparation of students to become professional workers.

   A total of twenty-four credit hours of basic courses are required. In addition, nine hours of Field Experience and fifteen hours of other courses, totaling forty-eight hours altogether, is required for the degree. Generally, this is a two-year degree program.

.....

Title and Code: PREPARATION OF RURAL TEACHERS OF AGRICULTURE - 110-9

Duration: 80 weeks

Locale: Sam Houston State University
Huntsville, Texas

Begins: June

PIO/P Category and cost per month: Academic- $800/ month

Development Objectives:
The purpose of this program is (1) to select participants from various countries who already know the agriculture and the related technical practices of their country, who show promise of leadership and who express a desire to teach agriculture in a rural setting and (2) to prepare for each selected participant a plan of study and learning experience which builds upon the competencies which already have been developed by the participant.

The program would be of special value for those who will assume responsibility and leadership as rural teachers of agriculture and who have the greatest potential for promoting the teaching of rural agriculture in their home country.

Training Plan:
The training indicated is for either a single or multi-country group.

1. Enrollment in regular and special courses at Sam Houston State University to achieve:

   a. History and background of rural agricultural teaching.
   b. Information about organization and development of rural agricultural teaching programs.
   c. Information about design, construction, technical operation and maintenance of facilities and programs of rural agricultural teaching.
   d. Agricultural and mechanical technology which supplements that already acquired and relevant to the home country situation. This will be achieved on the Sam Houston State University farms and agricultural center. Skills, teaching and refinement will include (but not be limited to) such veterinary skills as dehorning, castrating, ration preparation, hoof trimming, disease diagnosis and treatment; such mechanical skills and the innovated construction of simple devices to perform agricultural tasks.

   e. Experience and practice in teaching in rural agricultural programs.

f. Experience in observing and synthesizing leadership and management principles and techniques for the system of agricultural teaching in this country and at least one foreign setting.

2. Specialized training to meet participants' needs in an agricultural setting different than the continental United States.

3. Participate in no less than six workshops on various phases of agricultural teaching.

4. Supplemental training may be arranged as appropriate.

Candidate Requirements:
The courses will be conducted in English. TOEFL score of 500 is required. An academic transcript is needed to indicate two years post-secondary study in agriculture.

Each participant selected is to show evidence of his agricultural competency by having completed a minimum of four semesters or equivalent in a post-secondary level school of his home country and to have a declared interest in teaching. Documentation is needed 90 days prior to the beginning of the courses.

.....

Title & Code: IRRIGATION PROBLEMS AND PRACTICES - 120-1

Department of Agriculture

Begins: June Duration: 2 months

Ends: August

PIO/P Category and cost per month: Non-academic- $1,250/ month

Development Objectives:
To increase the participant's knowledge and understanding of:

a. The development, establishment, maintenance, and operation of irrigation systems and water users' associations, including the determination of feasibility.

b. The agronomic and engineering aspects of irrigated farming, including reclamation and crop production under saline and alkali soil conditions.

c. Governmental programs including cost-sharing information, technical assistance, supervised credit, research, and planning of irrigation projects.

d. Equipment design and manufacture, and irrigation structures.

e. Environmental protection through proper application of irrigation water on steep slopes, vegetative cover, application of fertilizer under irrigated conditions, and water management to prevent sediment, salt, and pollution problems.

Training Plan:
General: This group training will be conducted with a Technical Leader at a state university in cooperation with private organizations and state and federal agencies.

1. One Week: Orientation with AID, WIC, and USDA in U.S. customs, geography, and agriculture, Washington, D.C.

2. Six Weeks: Intensive study in the irrigated Western States.

a. The first two weeks will be at a state university with related field work in nearby irrigated areas.

b. The remaining four weeks will be spent in additional study to thoroughly demonstrate various irrigation systems and techniques.

3. One Week: Special training in Communication.

Candidate Requirements:
Training and Experience: Must have training, technical background, or practical experience in irrigated crops, water and soil management.

Other Considerations:
Nomination Deadline: February 15

Documentation to AID/W: February 15

English Language Requirements: Ability to speak, understand and read English is required. No academic transcript is required.

Title & Code: MANAGEMENT OF ARID LANDS AND SALT-AFFECTED SOILS-120-4

Department of Agriculture

Begins: January 1 Duration: 22 weeks
Ends: June 1

PIO/P Category and cost per month: Non-academic- $1,250/ month

Development Objectives:
To provide an opportunity for training in the principles and practices in the establishment and maintenance of a permanent agriculture under limiting rainfall and arid climatic conditions.

To increase trainees' knowledge and understanding of:

1. The use of diagnostic procedures for evaluating (a) saline and sodic conditions in soils, (b) methods for improving soils, and (c) suitability of land areas for irrigated agriculture.

2. The principles and practices of soil, water, and crop management for the maximization of agricultural production under irrigation.

3. The efficient use of waters of different qualities and irrigation practices in the establishment of a permanent agriculture.

4. Reclamation practices on salt-affected soils.

5. Land management involving leveling, tillage, cultivation, and other cultural practices in irrigated agriculture.

6. Design, operation, and maintenance of irrigation and drainage systems.

7. Economic considerations of irrigation project development.

8. Ecological and environmental practices in irrigated agriculture.

Training Plan:
This course will consist of lectures, laboratory work, field observational and seminar methods of problem solving for the establishment and maintenance of irrigated agriculture.

1. Two weeks: Orientation with AID, WIC and USDA concerning customs, history, geography and agriculture - Washington, D. C.

2. Seventeen weeks of technical and applied training offered by the University of Arizona Department of Agricultural Chemistry and Soils, Tucson, Arizona 85721.

a. Classes will meet five days each week from 8:30 to 4:30 p.m. Formal lectures will be presented about two hours each day with the remaining time used for research, laboratory, field trips, observations, demonstrations and seminar work.

b. Participants will analyze soils which they collected under the supervision of the course instructor. The results obtained, as well as records of major field trips, interpretation of analytical data, etc., will be compiled in their training reports.

c. Study and practice how to arrange for, organize, and conduct a course such as this, using indigenous training materials, situations, and methodology.

3. One week special communication course especially designed for foreign technicians to develop ideas and skills in transmitting knowledge and techniques.

4. One week in Washington, D. C., to take part in the terminal activities, to summarize and evaluate the study program and complete administrative arrangements with USDA and AID.

Candidate Requirements:
Training and Experience: Candidate should have a B.S. degree, or its equivalent, in soil science, chemistry, agronomy or agricultural engineering.

Note: Laboratory facilities limit this training to a maximum of 20 persons per session.

Other Considerations:
Nomination Deadline: October 1

Documentation to AID/W: October 1

English Language Requirements: Ability to speak, understand, read and write English is required.

Academic transcript is needed if academic credit is desired. Academic credit optional.

Note: This course may be offered by USDA-AID for presentation In Country upon request.

Title & Code: SOIL FERTILITY AND ECOLOGICAL RELATIONSHIPS AFFECTING FOOD PRODUCTION - 120-5

Department of Agriculture

Begins: May 18 Duration: 12 weeks
Ends: August 15

PIO/P Category and cost per month: Non-academic- $1,250/ month

Development Objectives:
To learn about the morphology of soil, soil fertility, environmental protection, water control, irrigation and water distribution problems, fertility requirements of crops, production technology of fertilizers, research programs of industry and government, and the leadership and training necessary to use these resources.

1. Learn about the development and operation of soil testing and fertility programs as they vary in acid, calcarous, and submerged soils in temperate and tropical climates.

2. Learn methods, techniques and procedures for:
a. Taking soil samples and accumulating necessary information concerning cropping and fertilizer history and planning land use.

b. Organization of local and regional laboratories including operation, equipment, chemicals, and records necessary for adequate analysis of soils and practical plant tissue tests.

c. Investigations essential for the accumulation of basic soil facts from areas of similar soil and climate conditions.

3. Understand the use of fertilizers including kinds and recommended amounts, nutritive requirements of plants, symptoms in plants indicating deficiencies, and analysis of fertilizers.

4. Gain an understanding of soil and water conservation, fertility and management practices, use of cropping systems and irrigation water distribution, management and control.

5. Observe and examine ecological and environmental implications of various combinations of crop, livestock and agriculture management alternatives related to soil, fertility and climate conditions.

6. Become familiar with educational, research and action programs utilized in obtaining adoption of improved soil fertility and soil and water management practices.

7. Study methods of manufacture, sampling and distribution of fertilizers and federal and state efforts to insure high quality fertilizer products to the farmer.

8. Learn the broad fundamental aspects of inter-personal communica-

tions that will help technicians or administrators make best use of their training when they return home.

Training Plan:
Course will be conducted on a group basis with a Technical Leader. It may be part of a longer program.

1. Two weeks: Orientation with AID, WIC and USDA concerning customs, history, geography, agriculture and the objectives of the training course.

2. Eight weeks of technical training.

a. Five weeks at a Land-Grant University for a special study course of technical lectures, laboratory practices, workshop discussions, and field trips. Participants will discuss their own soil problems, possible solutions and programs. Special attention will be given to the methods that have proven successful in motivating and assisting farmers to adopt better production practices.

b. Three weeks of field study in several southern and southwestern states, including visits to experiment stations, private and cooperative fertilizer companies, the Tennessee Valley Authority, other local, state and federal agencies, and commercial farms.

3. One week special communication course, especially designed for foreign technicians to develop ideas and skills in transmitting knowledge and techniques.

4. One week in Washington, D. C., to take part in the terminal activities, to summarize and evaluate the study program and complete administrative arrangements with USDA and AID.

Candidate Requirements:
1. Training Experience: Candidate should have a good scientific knowledge of soils and fertilizers, a B.S. degree or equivalent.

2. Other Considerations:
Nomination Deadline: March 1
Documentation to AID/W: March 1
English Language Requirements: Ability to speak, understand and read English.

The starting date is based on seasonal factors. However, specific program plans and commitments cannot be made until complete documentation is available to AID/W.

Academic transcript needed. If enrolled for a degree, the participant may enroll in a special problems course and receive academic credit.

Note: This course may be offered by USDA-AID for presentation In Country upon request.

Title & Code: TECHNICAL AND ECONOMIC ASPECTS OF SOYBEAN PRODUCTION
120-6

Department of Agriculture

Begins: Early May
Ends: Mid-September

Duration: 17-21 weeks

PIO/P Category and cost per month: Non-academic- $1,250/ month

Development Objectives:
To learn the technical and economic principles and practices of soybean production; study the research, educational, and regulatory functions supportive of a soybean industry; use of soybeans to alleviate protein-calorie deficiency problems. To increase participants' knowledge and understanding of:

1. The nature and characteristics of the soybean plant and its adaptability to different environments.

2. The soil, water, and plant nutrient requirements and means of alleviating deficiencies through such means as crop combinations, organic and chemical fertilizers, irrigation, and drainage.

3. The role of nodulating bacteria in nitrogen fixation; factors affecting development and performance of Rhizobia; inoculants and their use.

4. Soybean varietal differences, factors influencing selection for varying conditions, and methods of variety improvement.

5. Cultural practices affecting soybean yields--seed-bed preparation, time of planting, depth of planting, planting rates and population, row spacing, and tillage methods.

6. Weeds and their control by non-chemical and chemical means.

7. Leaf, pod, and stem-feeding insects and insects affecting stored soybeans; insect pest management and control.

8. Fungus, bacterial, nematode and virus diseases affecting soybeans; symptoms, identification, and control.

9. Factors affecting seed quality; seed storage methods.

10. Mechanization of soybean production and harvesting; storage for food and other uses; adaptation of practices to local conditions.

11. Economic considerations in crop selection and choice of kinds and levels of technologies; methods of determining costs and returns from soybeans; markets for and marketing of soybeans; factors affecting prices and prices as production incentives.

12. The research and education (formal and informal) functions and alternative institutional structures to support a soybean industry.

13. The services and regulatory functions to be provided by government, cooperative, and private organizations to encourage a growing soybean industry.

14. The importance of and means of adapting the knowledge obtained to the needs and opportunities for use of soybeans as a means of alleviating the problems associated with protein-calorie deficiencies.

Training Plan:
This course will be conducted on a group basis with a technical leader.

1. Two weeks: Orientation with AID, WIC and USDA concerning customs, history, geography, agriculture and the objectives of the training course.
2. Fifteen weeks of technical and applied training offered by the University of Illinois College of Agriculture and the International Soybean Program, INTSOY, Urbana, Illinois 61801.
   a. Classes and other instructional activities will be conducted five days each week. There will be a combination of types of instruction with emphasis on opportunity for participants to discuss problems in soybean production encountered in their work.
   b. Field trips to observe various aspects of soybean production, technical and economic problems and research and extension programs to alleviate these problems. Visits will also be made to marketing and processing facilities, and research, extension and regulatory organizations.
3. Two weeks study tour in south and southeast United States to observe soybean production, harvest, and marketing. Emphasis will be placed on differences associated with varying soil, climatic and other environmental factors and different economic and cultural influences.
4. One week special communication course, especially designed for foreign technicians to develop ideas and skills in transmitting knowledge and techniques.
5. One week in Washington, D. C., to summarize and evaluate the study program and complete administrative arrangements with USDA and AID.

Candidate Requirements:
Candidates should have a background in technical agriculture, preferably a B.S. degree or equivalent.

Other Considerations:
Nomination Deadline: January 15
Documentation to AID/W: January 15
English Language Requirements: Ability to understand, read, write and speak English.

Academic transcript requested.

Title & Code: SOYBEAN PROCESSING FOR FOOD USES - 120-7

Department of Agriculture

Begins: Mid-March
Ends: End of April

Duration: 5-6 weeks

PIO/P Category and cost per month: Non-academic- $1,250/ month

Development Objectives:
The general development objectives are 1) to give an opportunity to learn the principles and processes involved in use of soybeans and soybean products for human food, 2) to teach the concepts and procedures for processing of whole soybeans, and 3) to apply the knowledge gained in 1) and 2) to country and individual development objectives in use of soybeans as an improved source of protein and calories.

Specific objectives are to increase participants' knowledge of:

1. The use of soybean meal and soybean oil for food.

2. The processing methods for the production of human foods from soybean meal and oil.

3. The processing methods for the production of a variety of human foods from whole soybeans.

4. The quality control principles and methods that are useful in soybean processing.

Training Plan:
Course will be conducted on a group basis with lectures, discussions, and processing laboratory work. A field trip will provide the opportunity to visit research and educational institutions and facilities and to study the application of principles and procedures in public and private soybean and food processing organizations.

1. One week: Orientation with AID, WIC and USDA concerning customs, history, geography, agriculture and the objectives of the training course.

2. Two weeks of technical and applied training offered by the Department of Food Science, University of Illinois College of Agriculture and the International Soybean Program-INTSOY, Urbana, Illinois 61801.

a. Classes and food processing laboratory work will be conducted five days each week. Participants will be provided the opportunity to discuss processing problems encountered in their work. Written examinations will be used to determine attainment of course objectives.

b. Participants will be given an opportunity to observe research

and educational activities at the University of Illinois in areas of their interests.

3. Two weeks study tour under leadership of University of Illinois personnel in Midwest and southeast United States to observe areas of soybean production and to study processing principles and procedures being used in public and private soybean and food processing organizations. Visits will also be made to soybean marketing firms and to research and educational organizations.

4. Three days in Washington, D. C., to summarize and evaluate the study program and complete administrative arrangements with USDA and AID.

Candidate Requirements:
1. Training Experience: Candidate should have a bachelor's degree in science or the equivalent and interest in soybean processing.

2. Other Considerations:
Nomination Deadline: January 1
Documentation to AID/W: January 1
English Language Requirements: Ability to understand, read, write, and speak English.

Academic transcript requested. Candidates successfully completing course will be awarded a certificate. Laboratory limitations require limiting course to 21 persons; minimum number to offer course, 10.

Title & Code: SEED IMPROVEMENT - 130-3

Department of Agriculture

Begins: June 3
Ends: August 9

Duration: 10 to 13 weeks

PIO/P Category and cost per month: Non-academic- $1,250/ month

Development Objectives:
Qualify participant to initiate field and forage crop seed improvement programs in their own states or countries through training that will:

1. Develop an understanding of harvesting, processing, testing, storing and distributing superior seed stocks.

2. Provide information regarding testing and regulatory procedures for germination, purity, varietal mixtures, disease, noxious weed seed content, and other requirements for complying with State and Federal laws. Insure a thorough understanding of these regulations and the operation and function of agencies charged with their enforcement.

3. Develop an understanding of the organization and operations of Seed Multiplication Organizations responsible for the production and distribution of seeds of different variety and mechanical purity. Also learn about the International Crop Improvement Association.

4. Learn how seed is improved. This will include:

a. Techniques and understanding of the use of equipment used for sampling, purity and germination testing, processing, blending, drying, storing, and protecting from rodents and other pests.

b. Learn to set up and operate a program of seed improvement. For example, learn how to organize and manage a seed improvement association, seed certification procedures, field and bin inspection, safeguards to avoid mixing, methods of promoting registered seed and foundation stock.

c. Learn how seed improvement programs are run in the United States, and develop proficiencies which will enable them to initiate and conduct seed improvement programs adapted to country needs.

5. Become familiar with educational, research, and action programs utilized in obtaining widespread adoption of improved varieties and in the production of pure certified seed.

6. Teach participants to train others in their home countries in this speciality. Thus they will be able to build a staff and program for continuing seed improvement.

7. Learn the broad and fundamental aspects of communication that will

be of help to the technicians for making the best use of their training.

Training Plan:
The subject-matter training will be provided by cooperating units, such as seed laboratories, seed producers, state departments of agriculture, seed companies, crop improvement associations, seed processing plants, experiment stations, university laboratories and extension service units.

Training will include the principles of seed improvement for field and forage crops. Participants are to learn how the American Federal and state governments protect seed buyers through legislation that establishes such standards.

1. Two weeks: Orientation with AID, WIC and USDA concerning customs, history, geography and agriculture - Washington, D. C.

2. Nine weeks of technical training. During the first six weeks the participants are to receive intensive classroom, laboratory and field instruction under the direction of the staff of the Seed Technology Laboratory. Following this, they are to embark on a three week tour of seed production areas in Southern, Mid-western and North Central states, this itinerary to coincide with the field inspection period of the major seed crops in each state.

3. One week special communication course especially designed for foreign technicians to develop ideas and skills in transmitting knowledge and techniques.

4. One week in Washington, D. C., to take part in the terminal activities, to summarize and evaluate the study program and complete administrative arrangements with USDA and AID.

Candidate Requirements:
Participants must have finished at least basic training in agronomy or botany. They should have had some experience in crop production and be working or training for work in plant breeding, crop production, seed improvement, seed increase, seed distribution, or extension agronomy programs. It is expected that participants will train others in seed improvement.

English Language Requirements: Ability to speak, understand, read and write English is highly desirable. Interpreters may be provided if justified.

Other Considerations:
Nomination Deadline: April 15

Documentation to AID/W: March 1

No academic transcript is needed.

Title & Code: RANGE MANAGEMENT AND FORAGE PRODUCTION - 130-4

Department of Agriculture

Begins: June

Ends: July or August

Duration: 11 weeks, depending on individual needs. Up to six credit hours available for academics.

Estimated PIO/P Cost: Non-academic- $1,250/ month

Development Objectives:

1. Become familiar with improved range management policies and programs as applied to public and private lands, supervised credit, financing grazing associations, government cost-sharing, and technical assistance programs.

2. Obtain a better understanding of range management practices and forage production, including:

a. Plant identification, vegetation type, mapping, and range survey.

b. The determination of range carrying capacity, use patterns, and forage utilization.

c. Planning for management of livestock to fit range conditions and capacity.

d. Applied research and extension.

e. Reseeding for improved and increased production.

f. The control of undesirable weeds and bush vegetation.

g. Water development and fencing.

h. Production and preservation of forage crops.

i. Relationship of soils, water, and climate to range management.

j. Economics of range management.

3. Understand the ecology of range plants, range ecosystems, and environmental protection.

Training Plan:

1. One Week: Orientation for new U.S. arrivals with AID, WIC, and USDA in U.S. customs, history, geography, agriculture, and Washington, D.C.

2. One Week: Study the function of the Bureau of Land Management and the process they use in assigning range lands for private usage.

3. Six Weeks: Training at an agricultural university to cover objectives by class instruction and by laboratory and field exercises. Observation and study to cover the various phases by visits to public and privately owned land.

4. One Week: Study with the Farmers Home Administration, learning how supervised credit provides the means for operators of small, medium, and undersized farms and ranches to adapt the range management practices recommended and taught in this course. Also, demonstrate how this and other loan systems benefit distressed farmers, etc.

5. One Week: Communication Seminar, to participate in workshop sessions on the broad and fundamental principles of communications which are designed to help participants make the best use of their training.

6. One Week: Summary and evaluation in Washington, D.C. of the study program, with particular reference to plans for utilizing the results in the home country.

Candidate Requirements:
1. Training and Experience: Participants should be engaged in or preparing for range management work. They should have some knowledge of botany, agronomy, animal husbandry, or other subjects closely related to range and livestock management.

2. Professional Status: This course is designed to improve the technical competence of specialists in range management practices.

Other Considerations:
Nomination Deadline: February 15

Documentation to AID/W: February 15

English Language Requirements: Ability to speak, understand, read, and write English is desirable. Interpreters may be provided if justified.

This summer course is utilized to support formal class work in this subject matter, to provide additional field work and experience for participants, and refresher training for specialists and field personnel. However, the course may be expanded up to six months to meet individual needs.

Transcripts are needed for those who wish to enroll for the six credit hours offered on an optional basis.

Title & Code: PLANT QUARANTINE - 130-5

Department of Agriculture

Begins: April 1 Duration: 11 to 14 weeks
Ends: June 30

PIO/P Category and cost per month: Non-academic- $1,250/ month

Development Objectives:
1. To provide broad general training for individuals engaged in plant protection work on a national basis, with emphasis on the inspection of foreign imports to prevent the introduction of pests.

2. To provide training in the skills, techniques, and administration necessary for the efficient organization and operation of a plant quarantine service to include foreign and domestic requirements.

Training Plan:
1. Two weeks: Orientation with AID, WIC and USDA concerning customs, history, geography, agriculture and the programs of public and private institutions engaged in various aspects of plant quarantine and plant pest control. Particular attention will be given to activities of the Animal and Plant Health Inspection Service (APHIS) and allied service rendered by the various divisions of the Agricultural Research Service (ARS) - Washington, D. C.

2. Ten weeks of Technical Training: The course is conducted primarily at the Plant Protection and Quarantine (PPQ) Training Center in Battle Creek, Michigan. Course instructors are from the Training Center's professional staff and selected field personnel working in PPQ programs.

a. Eight weeks at the Plant Protection and Quarantine Training Center in Battle Creek, Michigan, to study the history, organization, and functions of the U.S. Department of Agriculture (USDA) and APHIS. Interrelationships of agencies within USDA and cooperative enforcement programs with agencies of other departments are emphasized. The participants study fundamental concepts related to plant pest control and enforcement, basic plant quarantine laws, fundamental principles affecting promulgation of quarantines and restrictive regulations. The participants acquire experience and develop skills in insect, plant disease, nematode, snail and mite identification. Domestic inspection work, including the regulations of Federal and State quarantines governing intrastate and interstate movement of plant products and other materials, is studied. Post entry quarantine work and conversion mill certification are discussed whenever possible. Disinfection procedures including fumigation and other treatments, are thoroughly discussed and demonstrated. Sanitary export certification, with emphasis on the import regulations of the countries represented by the participants, is explained. Regulations and inspectional procedures involving animal by-products are discussed.

b. Two weeks of Field Inspectional Training: The participants observe and participate in operational activities at various ports of entry. During the tenth and eleventh week of the course, the participants are assigned to work with United States agricultural quarantine inspectors in New York City (maritime inspection), John F. Kennedy International Airport at Jamaica, New York, and the Plant Importations Branch at Hoboken, New Jersey.

3. One week special communication course, especially designed for foreign technicians to develop ideas and skills in transmitting knowledge and techniques.

4. One week in Washington, D. C., to take part in the terminal activities, summarize and evaluate the study program and complete administrative arrangements with USDA and AID.

Candidate Requirements:
1. Training Experience: Candidates should be persons concerned with government advisory and regulatory activities in plant protection or who expect to have an active part in such activities when they return home.

2. Professional Status: Participants in this course should have a good technical knowledge of entomology, plant pathology, and other specialties concerned with plant quarantine.

Other Considerations:
Nomination Deadline: December 15
Documentation to AID/W: January 15
English Language Requirements: Ability to speak, understand, read and write English is required.

No academic transcript needed.

Resource Materials:
Participants should bring with them to the United States an organizational chart of their Ministry of Agriculture, a copy of the plant quarantine legislation, a list of economic crops, a list of pests in their country considered to be of economic significance, and a list of pests not in their country which are of quarantine importance.

Title & Code: AGRICULTURE COMMUNITY NUTRITION - 130-7

Department of Agriculture

Begins: February
Ends: June

Duration: 4 months

PIO/P Category and cost per month: Non-academic- $1,250/ month

Development Objectives:
To prepare middle level personnel for the implementation of applied nutrition programs to overcome malnutrition which may be due to inadequate food supplies, insufficient knowledge of the relation of food to health, or inadequate utilization and conservation of existing food supplies. The course will include study of:

1. The science of nutrition - how food nourishes the body - with particular emphasis on the needs of infants, pregnant and lactating women.

2. Food losses and how to prevent them.

3. How to conduct nutrition surveys and how to use the results in planning a program to combat malnutrition.

4. Environmental sanitation factors affecting food preparation and how to improve them.

5. Cultural factors influencing food habits and nutrition education.

6. Effective methods and techniques for teaching adults to bring about changes in food habits, including:

a. How to work with individuals and groups.
b. Preparation of simple leaflets for use in literacy programs and with literates.
c. Use of radio as a teaching device.
d. Preparation of visual aids using indigenous and inexpensive materials.

7. Improving home production of foods - gardens, poultry, rabbits and goats.

8. How to coordinate Extension or Community Development nutrition programs with those of such agencies in the community as health, welfare and education.

9. Study of content of courses and methods for training auxiliary workers and voluntary leaders.

10. Study of available sources of protein rich foods and how to incorporate them into the menus for pregnant and lactating mothers and infants.

11. How to evaluate the effectiveness of community nutrition programs.

Training Plan:

1. Two weeks - Washington, D. C., for orientation to United States customs, government history, agriculture, rural life and institutions. Also, introduction to nutrition education programs and agencies involved in carrying nutrition information to the public.

2. Two weeks - Field observation, including living with a family in a rural area, and observation of community nutrition programs in action.

3. Six weeks - Nutrition workshop where participants will study, discuss, participate in lectures, and practice carrying out the training objectives. Each participant will be expected to develop and present a nutrition project applicable to her home country.

4. Two weeks - Field observation to practice, under the supervision of Home Economic Extension Agents, some of the theories studied in the workshop. Also, to engage in additional observation of nutrition education programs coordinated by other agencies serving the local community.

5. One week - Program for each participant to individually pursue her major point of speciality and interest.

6. One week - Participation in a Communication Seminar.

7. Two weeks - Washington, D. C., to summarize and evaluate training experiences.

Other Considerations:

Nomination Deadline: 90 days prior to starting date

Documentation to AID/W: 90 days prior to starting date

English Language Requirements: Ability to read and converse in English.

No academic transcripts required.

Title & Code: AGRICULTURAL POLICY SEMINAR - 140-1

Department of Agriculture

Begins: Late July

Duration: 4 Weeks

Ends: Late August

PIO/P Category and cost per month: Non-academic- $1,250/ month

Development Objectives:

1. To gain additional understanding of the role of agricultural policy decisions in overall social and economic development.

2. To review the factors to be considered in balancing a nation's resources with its needs.

3. To gain an appreciation of the need for agricultural statistics in making policy decisions.

4. To study the role of credit, technology, land reform, tax policy, price policy, and marketing in agricultural development.

5. To study the needs of the consumers and how their special requirements affect agricultural policy decisions.

6. To study population increases and its effect on employment.

7. To review the principles of management planning, and how these tools can be applied to agricultural policy decisions.

8. To observe rural institutions in the field in the areas of credit, education, local government, price policy, and transportation and how they have contributed to social and economic development.

Training Plan:

1. Three weeks - Washington, D.C.

The seminar will be held in Washington, D.C., using staff resources of USDA, AID, and multilateral agencies for discussion leaders. Selected staff members from Land Grant Universities will also made presentations. The seminar will be structured so that a free exchange of ideas between participants will be encouraged.

2. One week - Field Trip

Field trip to an agricultural area. The objectives of this field trip will be to study how agricultural policy has affected the development. Discussion of field programs with farmers will be emphasized and participants will be provided an opportunity to learn first hand how national policy decisions affect agricultural production and development.

Candidate Requirements:
Participants are expected to hold senior level positions in Government or on Agricultural Policy Boards. Officials such as Vice Ministers of Agriculture or Director Generals, Officers in charge of Planning Boards or Policy Boards, and leaders of Agriculture Committees in the National and State legislatures will find this seminar useful.

Other Considerations:
Nomination Deadline: June 30

Documentation to AID/W: Deadline June 30

English Language Requirements: Interpreter will be provided for simultaneous interpretation.

No transcript needed.

Note: This course may be offered In Country with USDA assistance.

Title & Code: AGRICULTURAL CAPITAL PROJECT DEVELOPMENT COURSE - 140-2

Department of Agriculture

Begins: June Duration: 2 Months

Ends: July
Additional courses may be scheduled if demand warrants.

PIO/P Category and cost per month: Non-academic- $1,250/ month

Development Objectives:
1. To increase the participants' knowledge and understanding of how projects can be analyzed within the framework of:

a. social and economic goals including production and income distribution as related to agricultural projects

b. the relationship of agriculture to the total economy, including its social and economic value to society

Surveys for data at the firm/farm level including the discussion of sample methods and methods of soliciting data at the farm level.

2. Project Analysis - methods to include: discounted case flow - benefit costs, and internal rates of return - shadow prices and how they are used in analysis and a review of investment criteria.

These and other procedures will be applied to case studies of projects such as: crop campaigns, agricultural credit, mechanization and employment effects, livestock production, range management, fertilizer use, research, and rural public works.

Training Plan:
This intensive course will be conducted primarily in Washington, D.C., using staff resources of USDA, AID, and multilaterial agencies.

1. Seven Weeks:
This period will be devoted to classroom work where participants are given actual case studies and make analysis of the benefits and feasibility of development projects in addition to studying the various methods of analysis of projects.

2. One Week:
One week field trip will be scheduled whereby participants will complete an actual analysis of development projects such as drainage projects, marketing proposals, or agricultural credit.

Candidate Requirements:
Participants should hold the equivalent of a Bachelor's degree, a degree in Economics or in some agricultural field is recommended but not required. They should be the people who are doing the unglamorous detailed mechanics of project design and analysis.

Other Considerations:
Nomination Deadline: 90 days prior to the start of the course.

Documentation to AID/W: 90 days prior to the start of the course.

English Language Requirements: None. Translators will be provided if there is adequate demand.

No academic transcript needed.

Note: This course may be offered In Country with USDA assistance.

Title & Code: AGRICULTURAL DEVELOPMENT AND IMPLEMENTATION - 140-3

Department of Agriculture

Begins: June

Ends: August or September

Duration: 12 weeks - enrolled academic students

17 weeks - if coming to U.S. for the course

PIO/P Category and cost per month: Non-academic- $1,250/ month

Development Objectives:
The program will enable the participants to identify the problems associated with agricultural progress in developing countries and the use of a country's resources. The focus will be on individual country problems and possible solutions through:

1. Understanding the role of agriculture in the total economic development of a country.

2. Understanding the methods and techniques used in analyzing agricultural problems.

3. Becoming familiar with the influence of: a) various institutions and institutional factors associated with development, b) agricultural and educational relationships in agricultural development planning.

4. Studying the various factors of production/marketing which are necessary to induce producer response and attain agricultural sector development.

Training Plan:
This course will be conducted on a group basis using a technical leader.

1. Non-academic participants: Two weeks in Washington, D.C.; orientation with AID, WIC and USDA concerning customs, culture, history, geography, agriculture, organizations of the USDA and an introduction to the course.

2. Twelve weeks at a Land Grant University for seminars related to agricultural development and planning. Includes two weeks of field trips to observe involvement of farmers, government agencies and business enterprise in agricultural planning.

3. Non-academic participants: Two weeks special management seminar conducted under the auspices of AID.

Candidate Requirements:
Selected officials, or potential officials who have or will have responsibilities for guiding agricultural development in their countries. Should be upper level BS degree candidates or graduate level with strong background in economics.

Other Considerations:
Nomination Deadline: 90 days prior to the start of the course.

Documentation to AID/W: 90 days prior to the start of the course.

English Language Requirements: The ability to read, write, speak and understand English is required. Special courses in other languages can be arranged if there are at least 10 participants of the same language. Additional costs for interpreters may be necessary.

Minimum number per course 10. Maximum number per course 20.

Title & Code: BASIC STATISTICS WITH EMPHASIS ON AGRICULTURE STATISTICS - 140-4 (Spanish)

Department of Agriculture

Begins: May 10 (approx.) Duration: 17 weeks

Ends: September 10 (approx.)

PIO/P Category and cost per month: Non-academic- $1,250/ month

Development Objectives:

1. To provide an opportunity for non-English speaking Latin-Americans to receive statistical training in the United States.

2. Provide applied and theoretical training through an intensive review and study of basic statistics including work in sampling and agriculture statistics.

3. Develop a better understanding of the value and widespread uses of statistics -- "why" as well as "how" statistics are compiled.

4. Strengthen the professional attitude of adhering to scientific basis in developing and using statistical information.

5. To improve participant skills in communication so as to improve the ability to transmit ideas and new techniques to others in the home country.

Training Plan:

General: After orientation in Washington, D.C., headquarters will be established at a Land Grant College. A technical leader will be provided for certain portions of the program.

1. Two weeks of orientation in Washington, D.C., including some subject matter.

2. Eleven weeks of review and study of basic statistics. The course will cover distribution to correlations, regression analysis and analysis of variance.

3. Five or six weeks will be devoted to specific study of sampling theory and survey methods.

4. Three weeks of concentrated study of agricultural statistics and agricultural statistical systems. All major areas will be considered. Emphasis will be placed on methods, techniques, and practices adaptable to Latin-American conditions.

5. One week for terminal activities in Washington, D.C.

Candidate Requirements:

1. Training and Experience: Must have completed secondary education and one or more years of college or university work. Must have had college algebra and six semester hours in basic statistics. These minimum requirements may be waived under special circumstances.

2. This course is intended for "intermediate" and not advanced students in statistics. Some experience in agriculture is highly desirable.

3. Recommendation: Each participant should:

a. Have information on the types and organization of governmental statistical agencies in his home country.

b. Be prepared to discuss and evaluate the system or systems of agricultural statistics in his country, including methods of collecting data, how data are analyzed and compiled, and the timing and reliability of published reports.

Other Considerations:

Nomination Deadline: February 1

Documentation to AID/W: March 1

English Language Requirements: Teaching and instruction in Spanish. Speaking ability in English is not required. Interpreters will be provided for periods when Spanish speaking instructors are not available.

No academic transcript needed.

Note: This course may be offered In Country with USDA assistance.

Title & Code: AGRICULTURAL LEADERS TRAINING - 140-6

Department of Agriculture

Begins: Twice yearly
Early April and August

Duration: Approximately 2 months

Ends: Early June and November

PIO/P Category and cost per month: Non-academic- $1,250/ month

Development Objectives:

1. To become acquainted with principles and techniques for rural development and better farm family living.

2. To learn how farms and homes may be improved through individual and family participation.

3. To learn how such publicly supported institutions as primary and secondary schools, universities, and agencies of federal and state departments of agriculture serve rural people.

4. To learn the importance of collaboration with programs of private organizations.

5. To learn about local government, the services it performs, how local government boards are elected, how local budgets are determined and how people vote to tax themselves.

6. To study the development of farm organizations, farmer cooperatives and other private organizations.

7. To learn how farm families use new techniques to increase production.

8. To study forest, soil and water conservation programs, including the work of local groups in planning, development and protection of agricultural resources.

9. To learn methods of selecting and training rural leaders.

10. To learn all possible about the principles of communication.

11. To become more knowledgeable of various sources of credit available to farm families, including interest rates, repayment schedule, and technical assistance available from the lending agencies.

Training Plan:

1. Orientation in Washington, D. C. to agriculture in the United States, and programs designed for agricultural improvement and development.

2. Study and consultation with agencies, organizations, institutions and farm families, including overnight visits in farm family homes.

Emphasis will be placed on:

a. Learning some of the basic economic factors and trends such as: patterns of land ownership, yield of crops, and efficiency in production of livestock.

b. Studying contributions of formal and informal education, research, credit and supervised credit to improving farm and home life.

c. Observing rural community life and the role of private and government agencies in resource development and conservation.

d. Analyzing and defining basic principles involved and procedures followed in rural development.

e. Observing men and women as they function in a variety of leadership roles. Discuss their identification and training.

3. Review and evaluation of basic concepts and principles of agricultural resource development and the role of private and governmental organizations in rural development.

4. Review of developmental problems in participants' home countries and the possible application of selected principles, concepts and techniques to their solution.

5. When appropriate, a short visit will be planned with agencies and institutions having contracts with countries represented to learn of relationships, types of services offered, and ways in which the visitor may assist with program development.

Candidate Requirements:
Demonstrated interest in and capacity for leadership. Men and/or women representatives of organized groups serving farmers, homemakers and youth, as well as other influential agriculturists, including appropriate government officials.

Other Considerations:
Nomination Deadline: 90 days prior to beginning date.

Documentation to AID/W: 90 days prior to beginning date.

English Language Requirements: Ability to speak, understand and read English is desirable. Subject to their availability, interpreters may be provided if a sufficient number of participants in any one language justifies it.

No academic transcript needed.

Title & Code: ASSISTANT COUNTY SUPERVISOR INDUCTION TRAINING FOR SUPERVISED CREDIT - 140-7A and B

Department of Agriculture

Begins:	140-7A	140-7B	Duration:	140-7A - 11 weeks in Puerto Rico
	March	April		
(Can be given at other times of the year on demand.)				140-7B - 12 weeks in U.S.
Ends:	June	July		

PIO/P Category and cost per month: Non-academic- $1,250/ month

Development Objectives:

1. To become familiar with the organization, operations and sources of loan funds of the Farmers Home Administration (FHA), a Federal credit agency.

2. To study and observe the application of sound principles of supervised credit and the making of loans available to family-type farmers and rural communities.

3. To study FHA policies and practices.

4. To analyze supervision techniques.

5. To understand the relationship of FHA to other agricultural agencies.

6. To acquire skill and experience as a supervised credit supervisor.

7. To become acquainted with methods used by agricultural institutions to protect the environment and the relationships to loan processing for small and medium-sized farm operators.

Training Plan:

General: The training indicated is designed for individuals who expect to become loan officials dealing directly with staff officials or with the farmer, and in some cases for those who could become administrators of supervised credit systems.

1. Two weeks in Washington, D.C. (7B only) for orientation by AID, WIC and by USDA.

2. One week in San Juan (7A only) orientation and terminal.

3. Three weeks observing and studying FHA in county and state offices with a programmed group, or individually. General policies, administrative methods, selection and training of personnel, distinctive features, types of loans, and steps taken in serving the credit needs of farm families will be explained and demonstrated.

4. Six weeks at the county office of an FHA county supervisor to study and observe through on-the-job training all the principles of supervised credit, including work organization and program planning. Each step in handling a loan, from the application to the actual disbursal of the loan funds, will be discussed and demonstrated by visits to farms of the applicants and borrowers. Emphasis will be given to short-term operating loans and community service loans, including those for irrigation and domestic water. The results of past operations of these loan programs will be discussed and cases will be analyzed to show why borrowers succeed or fail.

The participants will study procedures to see how they are applied in the office and on the farm. The county supervisor will teach them to prepare a loan docket and related FHA forms applying FHA policies for a typical applicant. This will include all aspects of supervision such as Farm and Home Plans, disbursal of loan funds, assisting borrowers to make suitable purchases, establishing a supervised bank account, following-up supervision with farm visits, collecting payments and security servicing, and FHA involvement in the USDA Rural Development Program.

5. One week in Washington, D.C. (for 7B only) for final conferences, discussions and an evaluation of the training received.

Candidate Requirements:
Experience in agricultural credit work or the expectation of being employed in this general field is required.

Other Considerations:
Nomination Deadline: 140-7A - December

Documentation to AID/W: 140-7B - January

English Language Requirements: The ability to understand and speak Spanish in 7A and English in 7B is necessary.

No academic transcript needed.

Title & Code: AGRICULTURAL CREDIT - 140-9A, B and C

Department of Agriculture

Begins:	*9A	*9B	*9C	Duration:	9A and 9B	-11 weeks
	April	June	August		9C	-12 weeks
Ends:	June	August	November			

PIO/P Category and cost per month: Non-academic- $1,250/ month

Development Objectives:

1. To study the application of principles in making loans to farmers and cooperatives.

2. To become familiar with the organization, operations and sources of loan funds of lending institutions.

3. To learn how credit institutions train their personnel.

4. To study the importance of all-risk crop insurance and other security for agricultural credit and the problem of developing such insurance.

5. To understand the relationship of agricultural credit to agricultural production and marketing, and the place of research and extension educational programs in the establishment of efficient farming practices.

Training Plan:

General: The training indicated is for multi-country or single country groups. Supplemental training can be arranged for individuals after the group course including one week preparing an FHA loan docket.

1. Two weeks in Washington, D.C. for orientation by AID, WIC, USDA, and especially the credit agencies and Federal Crop Insurance.

2. One week at an agricultural college or university: To study and observe the functions of a College of Agriculture, how credit has contributed to agricultural development, the principles that apply in the organization and management of cooperatives; the principles that apply to the marketing of agricultural products and the methods used; financing and facilities used in marketing; to visit rural banks to learn about the services rendered.

3. Two weeks to observe how U.S. farmers, with initial help from their Government, have built and now own and operate their own credit system, and to study and observe the instruments and techniques of credit, as practiced by this cooperative Farm Credit System, which includes Federal Land Banks and Federal Land Bank Associations; Federal Intermediate Credit Banks and Production Credit Associations; and Banks for Cooperatives. Farm Credit Administration arranges for this training.

4.**Three weeks to study the Farmers Home Administration. Most of the time will be used to discuss and demonstrate by visiting farms where technical guidance, credit and money management advice has been given to farmers, including analysis of farm records and results of past lending operations, and involvement in rural development activities of USDA.

5. To include one week 1/ with FHA devoted to preparing a loan docket and related forms, applying FHA policies which have been selected for a typical applicant in the country of the participant.

6. One week with the farmers cooperatives to become familiar with their organization and operations, including a study of a credit union.

7. One week to participate in a workshop on human relations and the processes of communications.

8. One week in Washington, D.C. for final conferences and discussions.

1/ This additional week offered only in Special Course 10 (9C) beginning in August.

Candidate Requirements:
Persons experienced in agricultural credit work or those expected to be employed in this activity.

Other Considerations:
Nomination Deadline: 9A - January
9B - February
9C - May

Documentation to AID/W: Same as above.

English Language Requirements: ALIGU 70/70; interpreters available for groups.

No academic transcript needed.

*Can be given without the total course and on different dates than indicated if there are 6 or more participants.

**The three weeks FHA portion of this training course can be conducted in foreign countries and adjusted to be relevant to local conditions and needs.

Title & Code: AGRICULTURAL CREDIT (IN PUERTO RICO) - 140-10A and B

Department of Agriculture

Begins:	10A	10B	Duration:	10A - 8 weeks
	February	October		10B - 9 weeks

Dates may be adjusted to meet the convenience of participants

Ends: April December

PIO/P Category and cost per month: Non-academic- $1,250/ month

Development Objectives:

1. To study the application of principles in making loans to farmers and farmers" cooperatives.

2. To learn about the organization, operations, and sources of loan funds.

3. To learn how credit institutions train their personnel.

4. To understand the policies and practices used in making and collecting agricultural loans including principles of crop insurance and other security for credit.

5. To understand the relationship of credit to agricultural production and marketing, and the place of research and extension educational programs in establishment of efficient farming practices.

6. To learn about the development of cooperatives in Puerto Rico.

Training Plan:

General: The training indicated is for multi-country or singel country groups of Spanish-speaking countries. Supplemental training can be arranged for individuals after the group course, including one week preparing an FHA loan docket.

1. One week: Three-day orientation by the Puerto Rico Office of Technical Cooperation and two days by the Department of Agriculture, including Federal Crop Insurance.

2. One week at the University of Puerto Rico: To study and observe the functions of a College of Agriculture; the history of agricultural development in Puerto Rico; how credit has contributed to agricultural development, the importance of farm and home management plans as the basis for obtaining credit; and to study the basic principles that apply to the marketing of agricultural products--including the government price support and stabilization program.

3. One week to observe how U. S. farmers, with initial help from their Government, have built and now own and operate their own credit system, and to study and observe the instruments and techniques of credit, as practiced by this cooperative Farm Credit System, which includes Federal Land Banks and Associations, Federal Intermediate Credit Banks and Production Credit Associations and Banks for Cooperatives.

4. Three weeks to study the Farmers Home Administration. Most of the time will be used to discuss and demonstrate by visiting farms showing the technical guidance, credit and money management advice given farmers and associations, marketing cooperatives including analysis of farm records and results of past loaning operations, to include one week with FHA devoted to preparing a loan docket and related forms, applying FHA policies but prepared for a typical applicant in the country of the participant.

5. One week to learn about the Agricultural Credit Corporation and the Cooperative Bank, including the Cooperative Development Administration to study the development of farmers' cooperatives.

6. One week (10B only) with FHA to prepare a loan docket and related forms, applying FHA policies which have been selected for a typical applicant in the country of the participant.

7. One week to participate in a workshop on human relations and the process of communication.

Candidate Requirements:
Persons experienced in agricultural credit work or those expected to be employed in this activity.

Other Considerations:
Nomination Deadline: 10A - November
10B - June

Documentation to AID/W: Same as above

English Language Requirements: This course will be conducted in Spanish and limited to Spanish-speaking participants.

No academic transcript needed.

Title & Code: AGRICULTURAL COOPERATIVES - 140-11

Department of Agriculture

Begins: June Duration: 12 weeks

Ends: August

PIO/P Category and cost per month: Non-academic- $1,250/ month

Development Objectives:

1. To study the development and objectives of various types of cooperatives, their legal structure, organization, policies, operating and management procedures, financing, auditing and examination, and their place in the U.S. economy.

2. To become acquainted with the program of personnel training, membership relations and education, responsibilities of the board of directors and members, and public relations of farmers' cooperatives.

3. To study the importance of various governmental and private agencies, and the major farm organizations in relation to agricultural cooperatives, including legislation relating to cooperatives.

4. To become familiar with how cooperatives use the findings of agricultural research to assist farmers in bringing about more efficient production, the utilization of cooperative marketing of farm products, the purchase of farm supplies and the activities of cooperatives furnishing services.

5. To study the inter-relationship of teaching, research, extension and other related functions of an agricultural college with emphasis on extension work in raising the level of living of farm people and the educational assistance rendered to cooperative organizations.

6. To study the sources of agricultural credit and the use of it by individual farmers.

7. To become acquainted with the U.S. Government price stabilization and price support programs.

Training Plan:
General: The training indicated is for multi-country or sizable single country groups. Supplemental training can be arranged for individuals after the group course.

Two weeks in Washington, D.C. for orientation by AID, WIC, and USDA.

Four weeks under the guidance of one or more cooperative organization. This phase will be devoted to field work among various local cooperatives including observation of operations, management, accounting procedures, examinations, auditing, membership relations, education and public relations of marketing, farm supply and service cooperatives.

Two weeks in a study of the Farmers Home Administration to become familiar with its program of technical guidance, credit, and small cooperatives financed by FHA. Farm visits will be provided to demonstrate various aspects of the program.

Two weeks to learn about the credit services and operations of the cooperative Farm Credit System, with special attention to the services of the Banks for Cooperatives.

One week to participate in a seminar on human relations and the process of communication.

One week in Washington, D.C. to review the program and discuss possible adaptation in the home country.

Candidate Requirements:
Training and experience: Experience in agricultural cooperatives work or in activities expected to be employed in this field.

Other Considerations:
Nomination Deadline: Early February

Documentation to AID/W: Early March

English Language Requirements: The ability to understand and speak English is desirable. Interpreters may be provided if justified.

No academic transcript needed.

Title & Code: ORGANIZATION AND OPERATIONS OF RURAL ELECTRIC DISTRIBUTION SYSTEMS 140-12

Department of Agriculture

Begins: April

Duration: 10 weeks

Ends: June

PIO/P Category & Cost Per Month Non-academic- $1,250/ month

Development Objectives:
The purpose of this course program is to provide selected participants from various countries with the basic information needed for establishing and/or developing rural electric distribution systems in their respective countries. It is especially valuable for those who will assume responsibility or leadership and who have the greatest potential for promoting rural electrification in those countries.

Principal objectives of the course are:

1. To acquaint the participants with the pre-REA period, early beginnings, problems and growth and development of rural electric distribution systems in the United States.

2. To discuss and explain each step in the development of an electrification project, including the need to adapt it to the area under development.

3. To study and analyze the place of cooperatives in economic development, problems of cooperation in relation to social change, and the history and principles of cooperation both in theory and in practical applications.

4. To visit rural electric systems to observe their operations systems and to study the "how" and "why" of the technical and business operation of an electric cooperative.

5. To participate in a Management Institute to learn the "Modern Management Principles, Tools, and Techniques" needed by those who are to promote and assume leadership in rural electric cooperatives.

Training Plan:
General: The training indicated is for a multi-country group.

1. Orientation in Washington, D.C. by AID, the Washington International Center and the USDA.

2. Rural Electrification Administration, USDA:

   a. Historical background of REA in the United States.

   b. Organization and development of rural electric cooperatives.

   c. Design, construction, and technical operation and maintenance.

   d. Power Supply.

   e. Management operations.

   f. REA administration.

   g. Role of the electric cooperative in changing living conditions, productivity, income, health, sanitation, education, and interests of rural communities.

3. National Rural Electric Cooperative Association: field training with rural electric cooperatives and two Management Institutes, the "Administration of Electric Cooperative" and "Principles of Organization-Method and Techniques."

4. Two weeks of specialized training to meet individual participant needs.

5. Workshop on human relations and the process of communications.

6. Evaluation, final conferences and discussions with AID, NRECA, and USDA.

7. Supplemental training may be arranged as appropriate.

Candidate Requirements:
Participants should be qualified to assume leadership for establishing and operating rural electric distribution systems.

Other Considerations:

Nomination Deadline: January

Documentation to AID/W: February

English Language Requirements: The course will be conducted in English. Interpreters may be provided if justified at possible additional cost to the PIO/P.

No academic transcript needed.

Title & Code: AGRICULTURAL SURVEYS AND CENSUSES - 140-13

U.S. Bureau of the Census

Duration: 11½ months
Participants may join the program at the beginning of the second or third training period (for a program of 7½ or 5½ months) if they have background equivalent to the training offered during the earlier training period(s). It is expected that all persons who undergo the classroom training normally will participate in the Agriculture Sample Survey Workshop and Field Demonstration in the fourth training period. Separate enrollment for the fourth training period is available for statistical technicians with appropriate experience or training.

Locale: U.S. Bureau of the Census, Washington, D.C.
Occasional trips and field exercise outside the Washington area.

Begins: Early September
Ends: Early August

PIO/P Category and cost per month: Non-academic- $1,250/ month

Development Objectives:
There is continuing need to obtain more precise and current information on the structure, distribution practices, production, and productive capacity of the agricultural sector in the developing nations. As a consequence, the U.S. Government agreed to join with the Food and Agriculture Organization of the United Nations (FAO) in a world-wide program to train statisticians of developing countries who would be responsible for planning and carrying out agricultural surveys and censuses.

To implement this important decision, the FAO and the U.S. Bureau of the Census, with the cooperation of the U.S. Department of Agriculture, have carried out four rounds of a 1-year training program, starting in September 1967. The emphasis in these early rounds was placed on the planning and implementation of the 1970 World Census of Agriculture. Later the emphasis shifted to training in current agricultural statistics and their integration with censuses.

Training Plan:
The program is divided into five training periods. The first four consist of classroom instruction, seminars, and laboratory sessions. For the course project, the participant studies and reports on some aspect of agricultural statistics appropriate to his country. The fifth training period concentrates on an Agriculture Sample Survey Workshop and Field Demonstration. The workshop covers all aspects of a statistical survey program--from determining the objectives to the analysis and publication of the data. The demonstration field survey involves the participant in an actual field exercise in an agricultural area. He takes part in selecting sample segments, listing the holdings, applying objective measurements, interviewing at sample holdings, and processing the results.

The scheduling and recommended content of the training program are shown in the curriculum presented below. Agricultural statistics is the major area of training emphasis, but clearly related auxiliary fields are included, such as mapping, design of questionnaires and related forms, and basic data processing operations. Selection may also be made from courses listed for the other areas of specialization. Academic credit is awarded for successful completion of the courses.

A. COURSES AND WORKSHOPS

		Class hours per week
First training period--September 3 to October 4		
201	Concepts and tools for Agricultural Statistics....	6.0
(101	Introduction to Statistical Methods.....	6.0
(or		
(104-1	Design of Sample Surveys.....	6.0
Second training period--October 7 to December 20		
202	Economics of Agricultural Development.....	3.0
203	Applications of Agriculture Census Methodology....	3.0
601	Census-Survey Questionnaires and Forms: Design and Response Research Laboratory.....	3.0
602	Data Processing Operations--for Subject Matter Specialists.....	1.5
603	Computer Processing Fundamentals--for Subject Matter Specialists.....	1.5
	Choice from the following:	
102	Intermediate Statistical Methods and Applications.....	3.0
103	Probability Sampling for Surveys.....	3.0
104-2	Design of Sample Surveys--Continued.....	3.0
302	Population Census-Survey Concepts.....	1.5
Third training period--January 6 to March 20		
204	Sampling Concepts for Agricultural Surveys.....	3.0
205	Frame Construction for Agricultural Surveys: Principles and Applications.....	2.0
220-1	Demonstration Agriculture Survey Laboratory.....	2.0
250-1	Seminar: Selected Topics in Agricultural Statistics.....	Varies
108	Control and Evaluation of Nonsampling Error.....	3.0
604	Geography and Mapping for Surveys and Censuses....	3.0
605	Preparation of Statistical Reports.....	1.5
	Choice from the following:	
106	Variance Estimation and Presentation of Error in Sample Surveys.....	3.0
107	Laboratory in Variance Estimation Techniques.....	2.0

Fourth training period--March 14 to June 13		Class hours per week
206	Objective Measurement of Area and Yield.....	2.0
207	Current Agriculture Survey Operations.....	3.0
208	Development of an Agricultural Statistics System.....	1.5
209	Agriculture and Population.....	1.5
220-2	Demonstration Agriculture Survey Laboratory--Continued.....	2.0
250-2	Seminar: Selected Topics in Agricultural Statistics--Continued.....	Varies
606	Management of Statistical Activities.....	1.5
690	Workshop: Training for Statistical Activities..	1 week
	Choice from the following:	
109	Measurement of Nonsampling Error.....	3.0
110	Research into Applications of Current Survey Designs.....	3.0
409	Economic Planning and Statistical System.....	1.5
Fifth training period--June 16 to July 25		
290	Agriculture Sample Survey Workshop and Field Demonstration.....	Full time
691	Seminar: Statistical Applications of Remote Sensing Imagery.....	2 days

B. OTHER TRAINING

Selection may be made from other courses to supplement or replace part of the above. Where advisable, arrangements may be made for training in specialized topics not offered in the regular curriculum.

Candidate Requirements:
Participants should have had some experience (at least a year) in agricultural statistical programs. Academic training in statistics, mathematics, and economics is very helpful. A university degree also is desirable, although formal education may range from high school graduation to an advanced university degree.

Other Considerations:
Nomination Deadline: At least two months before beginning of program.

Documentation to AID/W: PIO/P and biographical data at least one month prior to starting date of program.

English Language Requirements:
Score of 70-70 ALIGU. Some familiarity with the English language terminology of technical terms used in agricultural statistics is desirable.

Academic transcript desirable. Participants requested to bring information, publications, and procedures followed in their national censuses and surveys. These materials will be of value in research and methodological studies.

.....

Title & Code: FARM CREDIT ADMINISTRATION - 140-20

Begins: Arranged on request

Ends:

PIO/P Category and cost per month: Non-academic- $1,250/ month

The Farm Credit Administration, Washington, D.C. 20578, is the Federal supervisory, regulatory and coordinating agency for the banks and associations which comprise the Farm Credit System. Training in cooperative credit procedures and policies is furnished by the Farm Credit Administration and the System's lending institutions, as well as the Fiscal Agency.

Through study of the history of the Farm Credit Administration and the banks and associations it supervises, foreign nationals can be motivated on return to their native lands to instigate programs of development that, if properly done, will improve their position in the agricultural sector of their economy. The Farm Credit System's training programs demonstrate the importance of credit as a resource and tool in agricultural development.

Units of the System include 12 Federal Land Banks and 590 affiliated local Federal Land Bank Associations, the long-term lenders; 12 Federal Intermediate Credit Banks which provide loan funds for the 440 Production Credit Associations through which short- and intermediate-term loans are made; and 13 Banks for Cooperatives which provide financing for farm supply, marketing, and business service cooperatives throughout the United States and Puerto Rico.

Working with the United States Department of Agriculture and other government agencies, the Farm Credit Administration arranges study tours of Farm Credit institutions in conjunction with other farm credit agencies, such as the Farmers Home Administration, United States Department of Agriculture, and other agricultural institutions. Also, tours are arranged to the Fiscal Agency in New York City through which loan funds are raised by the sale of the lending institutions' bonds in the private money market.

The training furnished may involve the study of the following:

1. Principles in the successful extension of agricultural credit

2. Instruction in land appraisals

3. Accounting procedures used by the lending institutions and introduction to the use of computers by the System

4. Research carried out by the FCA in credit extension and agricultural trends

5. Raising loan funds in the Nation's money markets through the Fiscal Agency

6. Principles of credit extension to farmer cooperatives

7. Review of ownership and control through local district boards and the Federal Farm Credit Board

8. Orientation in the role of the FCA in coordinating and supervising the System

9. Processes used in examination of the lending institutions in assuring they operate in accordance with Federal law and sound business practices

The time spent with the Farm Credit Administration and the System may range from one hour for orientation on the System to two weeks' training with one of the banks.

The training emphasizes what U.S. farmers have accomplished, with initial financial help and encouragement from their government, in building their own $3 billion credit resource.

Title and Code: FIELD TRAINING SERVICES IN COOPERATIVES - 140-21

Programmed by: Cooperative Education and Training, Inc. (CET)
3130 Lakeland Avenue, Madison, Wisconsin 53704
Telephone: 608/249-5551

Duration: Variable -- from a few days to several weeks

Begins: Year around

Estimated PIO/P Cost: (excluding international and U.S. travel)

Category of Training: Specialized General. Provide funding accordingly under provisions of AIDTO A-430, 4/13/73 as amended.

Development Objectives:

1. To provide practical planned and coordinated field training or on-job training at U.S. cooperative organizations, such as --

Farm Supply	Credit Unions
Grain marketing	Health Care
Livestock marketing	Insurance
Agricultural Credit	Dairy Processing/Marketing
Housing	Consumer Goods
Rural Electric	Handicrafts

-- and other types of cooperatives

CET has direct working relations with more than 1100 U.S. cooperative organizations prepared to provide on-site training, at little or no cost to trainees, to be coordinated through Cooperative Education and Training, Inc.

Field training or on-job training is available to people--
- who are interested in cooperatives
- who work in or with cooperatives
- who are academic students in any field, but who want to know about cooperatives
- who are coming to the U.S. for cooperative or development training, or who may be completing such training

An entire training program may consist of field training or on-job training, or it may be coordinated with or as a supplement to other training programs.

2. To provide competent, experienced trainers or consultants in countries outside the U.S., to plan and coordinate in-country training courses, seminars, conferences or institutes as a means for strengthening or complementing in-country cooperative education and training programs. CET personnel have experience in cooperative management, administration, teaching, training, evaluation, and other professional services.

In-country cooperative development programs often can be strengthened by short-term professional assistance from competent U.S. personnel.

Frequently those who come to the U.S. for training need support and encouragement from U.S. counterparts. Others may need technical assistance for relatively short periods of time. CET can provide such in-country assistance.

Training and Consultant Plan:
Field training or on-job training in the United States is primarly for individuals or small groups. Special training programs may be arranged for larger groups. Each training program is planned as a unit to fit needs of the trainee or group.

Procedures for field training or on-job training include:

1. Determine overall training objectives of trainees
2. Determine type and location of co-op to provide training
3. Arrange with host cooperative to provide training, including involvement in community life and activities
4. Arrange detailed study program objectives, travel itinerary, and lodging arrangements
5. Inform trainee and host cooperative of program details
6. Provide study guides for trainee and for host cooperatives
7. Supervise and coordinate program during entire training period

In-country services are arranged in consultation with host country government or sponsoring organization.

Requirements:
Some knowledge of cooperatives or experience in cooperatives is desirable for trainees coming to the U.S., though not mandatory.

Some preliminary work done in-country before consultants are requested is helpful, but not required.

For participants in field training or on-job training in the U.S., ability to speak and understand English is desirable. Interpreters may be provided, if justified, at additional cost.

.....

Title & Code: MARKETING OF LIVESTOCK AND LIVESTOCK PRODUCTS - 150-1

Department of Agriculture

Begins: May

Duration: 7 weeks

Ends: June

PIO/P Category and cost per month: Non-academic- $1,250/ month

Development Objectives:
The purpose of the course is to provide a review of the basic principles of marketing and specifically those as applied to livestock and livestock products. It will provide an understanding of the distribution problems, producer to consumer, in transitional and market-oriented economics. It will also review what institutions may be involved in the solution of these particular marketing problems.

Training Plan:
General: This program will consist of training in livestock and livestock product selling, transporting, processing and marketing. Included will be milk, eggs and broilers, but not emphasized. Training will include lectures, movies and slides, discussion, case studies and field trips. The program will include:

1. Orientation with AID, WIC and USDA.

2. Basic principles of marketing, including transfer and exchange functions of buying, selling, and price formulation. Advanced lectures and seminars related to livestock industry subjects. Physical functions of moving, slaughter, packing, refrigerating, grading, inspection and storage of livestock and livestock products.

3. Field trips to small business markets and auctions and large integrated processing and marketing firms.

4. Institutional support and agencies, i.e., market news, inspection, facilitating functions, i.e., credit and finance.

5. Oral and written report on home country problems.

Candidate Requirement:
Participants should have had a past school and/or experience in the marketing of Livestock and Livestock Products. They will be required to bring with them production, climate, transportation and various other marketing data from their respective countries.

Other Considerations:
Nominations: March 1; Documentation to AID: March 15.

English Language Requirements: ALIGU 70/70. All nominees should have achieved at least the English proficiency required for nonacademic training. Interpreters may be supplied for groups of 6 or more persons.

No academic transcript needed.

Title & Code: GRAIN STORAGE AND MARKETING COURSE - 150-2

Department of Agriculture

Begins: June Duration: 2 months

Ends: August

PIO/P Category & Cost Per Month: Non-academic- $1,250/ month

Development Objectives:
The course is designed to provide a complete understanding of the problems of cereal and feed grain handling from farm to final consumption. The program, while directed primarily toward warehouse or elevator managers, will help others concerned with grain marketing and grain loss problems.

Training Plan:
General: This program will consist of training in food and feed grain drying, storage, handling, transportation, and marketing offered by AID, Kansas State University, and the U.S. Department of Agriculture. Training will include lectures, discussions, laboratory work sessions, and field trips. Training will include:

1. Orientation with AID, WIC, and USDA.

2. Visits to farms harvesting wheat and rice, elevators handling grain, and various businesses in the grain trade.

3. Comprehensive instruction by Kansas State on prevention of losses caused by insects, rodents, weather, and other causes and basic fundamentals on drying, storage, fumigation, conditioning, transporting and marketing of grains.

4. Drying, elevator, and other physical machinery, including laboratory equipment.

5. Grain inspection, standards, grades, and institutional services to facilitate handling and marketing.

6. Economic principles of marketing and organization and business practices of small and large firms in the grain business.

7. Oral and written report on home country problems.

Candidate Requirements:
Participants should have had past experience in the area of grain storage and marketing, as they will be required to bring with them data and information on climate, topography, modes of transportation, crops, production, storage, and marketing as it exists in their countries.

Title & Code: FRUIT AND VEGETABLE MARKETING - 150-3

Department of Agriculture

Begins: August

Duration: 5 weeks

Ends: September

PIO/P Category & Cost Per Month: Non-academic- $1,250/ month

Development Objectives:
This course is designed to provide a review of the basic principles of marketing and understanding of the problems involved in distributing food from producer to consumer in transitional and market-oriented economics and the influence various institutions may have towards solution of these marketing problems.

Training Plan:
General: This program consists of training in fruit and vegetable handling, packaging, transporting, and marketing offered by AID and the U.S. Department of Agriculture. Training will include lectures, movies and slides, discussion, case studies, problems, and field trips. A general outline of the training will include:

1. Orientation with AID, WIC and USDA.

2. Principles of marketing, including transfer and exchange functions of buying, selling, pricing, physical functions of handling, packaging, transporting, grading and storage and facilitating functions of credit, financing, market news, etc.

3. Special discussions and seminars on the peculiarities of marketing fruits and vegetables.

4. Field trips to small and large businesses and classroom case studies and problems related to these trips.

5. Institutional support including grades, standards, inspection, marketing orders, etc.

6. Oral and written reports on home country problems.

Candidate Requirements:
Participants should have had school and/or practical experience in marketing of fruit and vegetables. They will be required to bring with them production, climate, transportation, and marketing date from their respective countries.

Title & Code: MEAT ANIMAL SLAUGHTER AND PROCESSING - 150-4

Department of Agriculture

Begins: June 1 Duration: 14 weeks

Ends: Late August

PIO/P Category and cost per month: Non-academic- $1,250/ month

Development Objectives:
The program will consist of six specialty areas, with dedication time varying from one to two weeks in each. Objectives are to become more knowledgeable in:

1. Live Animal Carcass Evaluation and Meat Yield and Quality

   a) Methods of evaluating meat animals in vivo.
   b) Comparing live animal evaluations to actual carcass evaluations.
   c) Determine yield and quality of carcass.

2. Pre and Postmortem Inspection, With Supporting Microbiology Techniques.

   a) Live animal inspection procedures by Federal Meat Inspectors.
   b) Postmortem inspection procedures by Federal Meat Inspectors.
   c) Related basic microbiology in pre and postmortem inspection.

3. Animal Slaughter Methods Including Beef, Swine, Sheep

4. Meat Cuts (Wholesale, Boned, and Retail)

   a) Wholesale cuts
   b) Retail cuts - steaks, roasts, sliced ham, lamb chops, etc.
   c) Boning, meat scraps for hamburger, stew meat and cryovac packaging.

5. Meat Processing (Ham, Bacon, Sausage, Corn Beef)

   a) Making and curing ham, bacon, sausage and corn beef.
   b) Smoking, pickle curing, etc.

6. Wrapping, Packaging, Storage and Cryovac Packaging

   a) Storage Methods - refrigeration and freezing requirements for carcasses, hams, etc.
   b) Proper wrapping methods for freezing, shipping or window display.
   c) Cryovac packaging - proper uses of cryovac packaging as it relates to large, boneless cuts for exportation.

Training Plan:
General: A special group training program to provide training not readily available to individuals. This will be a multi- or single-country group.

One Week - Washington, D. C. for Orientation.

Twelve Weeks - Agricultural University where major study will be made. Practically all phases of the study will be covered here by lectures, demonstration, discussions and visits to laboratories, processing plants, and to business houses that buy and/or sell fresh meats, processed meats and by-products of the meat processing industry.

Small, medium and large processing plants, stockyards, manufacturers of equipment and supplies will be visited in the area. These studies and observations will cover various phases of the industry to learn new and different viewpoints, methods and processes.

One Week - Washington, D. C. for summarization, review and evaluation interviews in AID and USDA.

Candidate Requirements:
Training and Experience: Interest and practical experience in the meat industry. Formal education in animal husbandry, with emphasis on meats, would be desirable and very beneficial, but not required.

HEALTH AND INOCULATION REQUIREMENTS

Participants should be free of health problems which would prevent active participation in slaughter and laboratory activities. They must have up-to-date inoculations against tetanus, typhoid, and have had a recent tuberculosis test.

Other Considerations:
Nomination Deadline: Early April

Documentation to AID/W: Early May

Language Requirements: Ability to read, speak and understand English or Spanish is essential.

No academic transcript needed.

Title & Code: AGRICULTURAL MARKETING FOR AGRICULTURAL DEVELOPMENT - 150-5
Department of Agriculture

Begins: Forepart of June Duration: *10 or 14 weeks

Ends: Mid August

PIO/P Category and cost per month: Non-academic- $1,250/ month

Development Objectives:

1. To demonstrate the importance of agricultural marketing to a nation's economic development.

2. To observe small and geographically isolated marketing institutions, their successes and failures that have closer relevance to developing country marketing problems.

3. To relate to marketing problems in developing nations including interactions to other sectors.

4. To better understand the relationships of marketing functions to agricultural production. (credit, etc.)

5. To give participants insights useful in developing and evaluating agricultural marketing projects.

6. To familiarize participants with export marketing programs and the importance of quality control and standardization procedures of the importing countries.

7. To learn about applied methods in marketing a variety of agricultural products including grain, livestock, and other agricultural commodities.

Training Plan:

*1. Two weeks orientation with AID, WIC, and USDA in U.S. customs, history, geography, and agriculture - Washington, D.C.

2. Ten weeks under the program of a Land Grant University where about two-thirds of the time will be on campus where lectures and seminars about marketing and related subjects will be conducted. About one-third of this period will be in the field observing marketing institutions.

*3. One week special workshop to study broad and fundamental aspects of communication.

*4. One week terminal program in Washington, D.C. for further technical contacts, summerization and discussion of techniques for adoption to home country situations, evaluation of the short course project, presentation and discussion of reports to AID, and other sponsoring agencies.

* Ten weeks for participants in the U.S. who are studying in universities - 14 weeks for those coming to the U.S. especially for the course.

Candidate Requirements:
The program is designed for participants who are studying for undergraduate or graduate degrees in the U.S. in agricultural marketing related fields.

Participants not in university training are invited, but should have had previous education and/or practical experience in marketing related activities.

Other Considerations:
Nomination deadline: February 15

Documentation to AID/W: March 15

English Language Requirements: Must have the ability to read, write and understand English.

Academic credit: Up to 8 quarter hours of academic credit can be earned by degree students.

Academic transcripts: None necessary for non degree participants.

Title and Code: AGRO-INDUSTRIAL INDUSTRIAL-DEVELOPMENT PROGRAM -150-6

Duration: 40 eeks

Locale: US Department of Agriculture
Graduate School
Washington, D. C.

Begins: October

Ends: August

PIO/P Category and cost per month: Non-academic- $1,250/ month

Note: A minimum of 15 participants must be nominated for course to be held

Development Objectives:
The program is designed to prepare Administrators, in their agencies or companies, for planning, administering and implementing National Agro-Industrial and Industrial Developmental Programs. The program is designed to give the participant a command of the basic theories and techniques of Industrial and Agro-Industrial Development and Management and an understanding of the function and benefits of private as well as public enterprise in development. It is designed to provide the participant with those skills necessary to enable him to assess the technical and commercial fundamentals of Industrial and Agro-Industrial projects; and to prepare him for his job of communicating and dealing constructively with the private businessman and potential investor, in terms of the commercial viability of projects and their role in the national economy.

Training Plan:
The program will commence on October 1, 1973, and will continue for 39 weeks. It is at the graduate level and the academic portion will consist of 600 to 650 hours of instruction at the Masters level or beyond. It comprises five phases of tailor-made activities and practical experiences:

Phase I - Orientation and Needs Analysis (3 weeks)

Phase II - Fundamentals of Agriculture and Economic Development

Phase III - Processes of Agro-Industrial Development (10 weeks)

Phase IV - Management Development and Application Projects (11 weeks)

Phase V - Evolution and Refinement of Application Projects

In addition to the class of instruction, 300 hours will be devoted to the observation of various industries; and it is expected that additional work will be expected outside of class, devoted to intern experience.

The program is under the direction of the Graduate School, U.S.D.A., the largest school of its type (Continuing Education Center), in the country. The faculty will consist of professionals drawn from Government, Industry, organizations such as the World Bank and universities.

In addition to this program the Graduate School offers many other courses in the evening and at the individual learning center - any of these courses will be made available to the participant to the extent that time and energy permit.

Candidate Requirements:
Nominees for this training should preferably have Bachelor's Degree and be in the 21-40 age group.

Nominees should also be involved in agricultural and/or industrial development activities at the managerial level. Experience in business, financial and general economic development is helpful, but not required. Evidence of nominees' ability to apply Agro-Industry development techniques in program and project environments should also be considered.

The ability to read, write, s ık and understand English is essential. The program is very intensive in all aspects of development, additional help will be provided by the Graduate School to promising nominees who lack minimal subject matter requisites in Economics, Statistics and Quantitative Techniques.

Other Considerations:
Nominations should be forwarded so as to arrive in AID/W not later than July 15. PIO/Ps, bio-data and other documentation should be forwarded as soon as possible, and arrive in AID/W not later than September 15.

.....

Title & Code: HOME ECONOMICS - 160-1A and B

Department of Agriculture

Begins: August Duration: 10 months

Ends: June

"PIO/P Category and Cost per Month": Academic- $800/ month

Development Objectives:
To prepare participants to engage in programs in rural areas where they will work with rural people through informal programs to improve home, family and community life, and agricultural production. This course will include:

1. Analysis of the role of Home Economics in the countries represented.

2. Data-collection for planning programs to assist rural women.

3. Fundamental subject matter in foods, nutrition, food preservation, consumer education, family health, sanitation, clothing, child care, home improvement, and family planning.

4. Planning and implementation of home economic programs including effective teaching methods.

5. Application of principles to the solution of problems in the participants' home countries.

6. Processes and methods by which ideas are communicated to people.

7. Evaluation Techniques.

Training Plan:

1. Orientation to customs, history, agriculture, rural life and institutions; and introduction to the place of home economics in overall agricultural resource development and conservation.

2. Concentrated study under special academic, seminar, and workshop conditions.

3. Supervised field experience including core learning experiences and adaptation of them, tailored to meet individual needs of the participant. This will include work experience with home economics extension agents, and other agency representatives serving rural families.

4. Terminal program to summarize, evaluate, and discuss adaptation to home country situations.

Candidate Requirements:
Training Experience: Participants should be engaged in or scheduled to be engaged in extension or community development type work. A minimum of two years high school education is desirable.

Professional Status: This course is designed for participants who have had little or no training in home economics.

Other Considerations:
Nomination Deadline: May 1

Documentation to AID/W: May 1

English Language Requirements: Group A: Ability to speak, understand, read and write English is required.

Group B: Ability to speak, understand, read and write Spanish is required for study in Puerto Rico.

Academic transcript needed.

Note: This course may be offered by USDA-AID for presentation In Country upon request.

Title & Code: HOME IMPROVEMENT - 160-2

Department of Agriculture

Begins: offered year round Duration: 3 months

Ends: three months from beginning date
"PIO/P Category and Cost per Month": Non-academic- $1,250/ month

Development Objectives:

1. To understand basic needs in housing, home equipment and sanitation and learn how these needs may be achieved within resources available.

2. To learn how homes may be improved and made more sanitary through study of basic principles of housing and home improvement.

3. Gain a basic knowledge of how diseases spread and how unsanitary conditions, sickness and poor health contribute to lower production and efficiency.

4. To learn basic requirements for food safety, and how to help families and communities achieve these requirements.

5. Learn how to---

   A. Plan, organize and implement home improvement programs, including working in a new community, use of available resources working with groups.

   B. Effectively use teaching methods and visual aids.

   C. Recognize and train leaders to develop and carry out home improvement programs.

   D. To make simple furnishings and equipment for use in home countries.

6. Develop indigenous training materials, visual aids, and learn demonstration techniques.

General: During the course, students will learn how to study a village, determine improvements which may be made at minimum cost to make village homes more comfortable, convenient and sanitary, and how to develop a program to bring about desired changes.

Nearby villages will be used to test acceptability of new ideas. The course will focus on doing--in the work room of the training center and in the villages, and will include lecturing to learn basic principles, carried on seminars. Participants will make proposed home improvements and visual aids in the center and then test them out in the villages.

Training Plan:

Two Weeks: Orientation to Home Improvement, it needs and place in overall Agricultural Development. Analysis of life styles of rural peoples, of their particular needs, and learning of teaching methods to disseminate information.

Six Weeks: Workshop on design, building and use of home furnishings, planning and use of visual aids.

Two Weeks: Field Work: Application of theory and introduction of equipment to selected villages.

Two Weeks: Analysis of effectiveness of equipment design, evaluation of acceptance, plan for diseminating information, arrangement for long term training in villages.

Candidate Requirements: Persons who will become village level workers and supervisors in Home Economics Programs.

Other Considerations:
Nomination Deadline: Nomination must be submitted three months prior to training course. Country must request in-country at least six months prior to actual training. This course is offered especially for in-country training but may also be implemented in the U.S.A.

Title & Code: RURAL YOUTH LEADERSHIP - 165-1

Department of Agriculture

Begins: About May 1 or June 1 Duration: 12-16 weeks

Ends: About September 1

"PIO/P Category and Cost per Month": Non-academic- $1,250/ month

Development Objectives:

1. Acquire an understanding of the philosophy, organization and administration of Extension work and the place of 4-H Clubs and other youth work in the total Extension Program.

2. Become familiar with principles, methods, techniques and procedures employed in Extension programs as applied to youth work.

3. Acquire an understanding of rural youth programs. Areas of study to include: early history and development of 4-H, philosophy, objectives, organization and administration at all levels; program planning; recruitment and training of leaders; projects; adult and parental support; public relations; keeping records; incentives and awards; relationship to schools and other educational youth programs; and activities such as demonstrations and judging contests, tours, camps, field days and achievement programs.

4. Learn how participation in youth club projects can serve as a channel towards introduction and adaptation of improved agricultural or homemaking technology.

5. Become familiar with the support 4-H programs receive from private businesses and various organizations; and how this support is secured.

Training Plan:
General

Training will be conducted primarily on a roup basis. The standard sixteen-week course can be condensed to a twelve-week course for academic participants who would like to participate.

1. One Week - Orientation

2. Twelve-Thirteen Weeks

   a. Seminar - Workshop

A Seminar - Workshop in which participants will study 4-H programs in depth; having opportunities to improve teaching and practical skills; learn by doing; and develop a program and plan of action including procedures and methods to be used in advancing some aspect of rural youth work in participants' countries. This will be in two parts, one before field experience and one following both to be held at the 4-H Center in Washington, D. C. Field observation relevant to discussions will be interspersed at a suitable time, when possible.

b. Field experience

Visiting home; participating in rural community activities and studying the physical, economic and social environment in which rural youth activities are developed and operated.

Studying, observing and participating in 4-H and other Extension programs and activities at home, local club, community, county, State and national levels.

c. Extension Summer School

Enroll in two courses, one of which will be on youth programs.

3. One Week - Communications Workshop

4. One Week - Terminal program. This will include a review of the program to discuss possible adaptations to the home country, and final processing and evaluation as appropriate.

Candidates Requirements:

Training and Experiences: Applicants should be men and/or women active in the field of rural youth work or to be employed in such positions.

Other Considerations:
Nomination Deadline: January 1

Documentation to AID/W: February 1

English Language Requirements: Ability to speak, read, write and understand English is desirable. Interpreters may be provided for groups of ten or more.

No academic transcript needed.
In country training:
This course is well suited for presentation in the home country. It is proposed that it be taught by a team of two U. S. Extension workers and two or more professionals from the home country.

Title & Code: FOREST INVENTORY AND RESOURCE SURVEYS - 170-1

Department of Agriculture

Begins: Mid-June Duration: 12 weeks

Ends: September

PIO/P Category and cost per montn: Non-academic- $1,250/ month

Development Objectives:
The general objective of this special course is to train participants in the principles and methods of forest inventory based on photo-interpretation, statistics, and specialized central office equipment such as simple stereoscopes, plotters, and calculators. Basically, the course will be directed to give training which is practical for use under conditions as they exist in participants' home countries. However, to the extent that it will be helpful, there will be exposure to use of the latest and most advanced methods and equipment.

Special objectives are to learn:

1. The purposes, scope, efficient organization for, and methods of implementation of forest inventories.

2. The overall design of forest inventories necessary to meet specific purposes, including survey specifications and accuracy standards.

3. Principles and techniques of aerial photography, photo-grammetry, and photo-interpretation necessary to plan and conduct an effective forest inventory, and to perform laboratory and field exercises in these techniques.

4. Principles and techniques of field sampling and mapping necessary to conduct an effective forest inventory.

5. Theory and techniques for computing, compiling, and tabulating data involved in forest inventory work.

6. Effective techniques of reporting and publishing forest inventory and survey results, including kinds and combinations of text and graphics for presentation.

7. Through observation, something about the most advanced methods and techniques applicable to special situations.

Training Plan:
General: A combination academic-laboratory-forest practice course conducted on a group basis under the direction of a full-time Technical Leader, assisted by other field and University personnel.

1. Two and one-half weeks in Washington, D.C. for administrative arrangements and orientation in U. S. history, geography, culture, agriculture, and forestry.

2. Seven weeks concurrently in an accredited School of Forestry and in the forest, where participants will undertake a special academic-practical program involving lectures, study, and practical exercises in the various significant phases of forest inventory. These phases will include planning and organizing a survey for a specific project; preparation of inventory specifications; photo-interpretation; measurements of forest areas, volumes, growth, mortality and commodity drain of forest products; and computation and reporting techniques.

These principles and procedures will be appropriately covered through classroom, laboratory, and field practices. Participants will be expected to actively engage in both laboratory and field exercises. Attention will be given to all commonly accepted, current, inventory techniques. However, emphasis will be given to those procedures which are statistically sound and yet are the most direct and simple to apply.

Participants will benefit if they bring data, aerial photos, maps, etc., pertaining to their forests for discussion with the Technical Leader and for problem solving.

3. One week in a special Communication Course designed for foreign technicians to develop ideas and skills in transmitting knowledge and techniques.

4. One week in Washington, D.C. to summarize and evaluate the study program and complete administrative arrangements with USDA and AID/W.

Candidate Requirements:
Participants must have had basic training in forestry (dendrology, silviculture, surveying, forest mapping, etc.). Facility with algebra is required; trigonometry would help. Also required is at least 2 years of practical experience in forest inventory, and/or closely allied fields of mathematics, engineering, surveying, photo-interpretation or other aspects of forestry.

Candidates should be: (a) Supervisory, administrative, or professional personnel who are or will be concerned with inventories, appraisals, or management planning of timber or other forest resources; or (b) personnel engaged in research in forest inventory, economics, or management.

Other Considerations:
Nomination Deadline: March 10

Documentation to AID/W: March 10

English Language Requirements: Ability to speak, understand, read and write English is important since instructional texts and much training material are available only in that language. However, interpreter service may be provided if justified.

Size of Group: Maximum - 12
Minimum - 8

Academic transcript needed.

Title & Code: TROPICAL FORESTRY - 170-2

Department of Agriculture

Begins: Mid-September Duration: 13 weeks

Ends: Mid-December

PIO/P Category and cost per month: Non-academic- $1,250/ month

Development Objectives:
This special course will be offered by the Forest Service, USDA, at the Institute of Tropical Forestry, Rio Piedras, Puerto Rico.

The objective of the course is to provide both the theoretical background and practical application of the basic principles and current techniques of tropical forestry including:

a. Forest Mensuration, Surveying, and Aerial Photo Interpretation

b. Ecology and Dendrology

c. Silviculture and Regeneration

d. Forest Management and Protection

e. Forestry Research and Utilization

f. Public and Private Forestry; Policy and Legislation; Role of Extension Advisers

Training Plan:
General: This special course is to be conducted on a group basis utilizing lectures, discussions, laboratory work, and field exercises.

1. One week-Orientation, administrative arrangements, history and geography of Puerto Rico, and forestry conditions in Puerto Rico.

2. One week-Round Table Discussions, presentation by participants of geography, general forestry conditions, forest utilization situation, and special forestry problems in home countries.

3. One week-Ecology and Dendrology, relationship between tropical forest trees and their environment and methods used to collect and identify specimens of tropical trees.

4. Five weeks-Forest Mensuration and related subjects, use of instruments and methods for surveying land, mapping, and road location; log and tree volume determination; forest inventory; and the application of aerial photo-interpretation to forest inventory work.

5. Two weeks-Silvics, Silviculture, and Regeneration, theory and practice of growing tropical forests from regeneration to harvest; the purpose, problems, and methods of carrying out a regeneration program from seed collection to tending the plantation.

6. One week-Forest Management, Protection, Research and Utilization, purposes and intensity levels of management; protection of forests against fire, disease, and insects; the development and techniques of research programs; properties and treatment of woods which adapt them to special uses.

7. One week-Public Forestry; Policy and Legislation; Public Aids to Private Forestry, the role of government in forestry; basic national forest policy and related legislation; responsibilities of the government and individuals in private forestry; extension education in forest problems.

8. One-half week-Evaluation of training program, preparation of final report, departure arrangements.

Candidate Requirements:
The course is designed primarily for practitioners, i.e., forest rangers and guards, technical aides, or extension foresters. Administrative or supervisory personnel without much practical experience will also benefit.

Participants should be either (1) high school or technical school graduates with a minimum of four years forestry experience, or (2) graduate engineers or agronomists with some forestry training.

Other Considerations:
Nomination Deadline: June 1

Documentation to AID/W: July 1

English Language Requirements: Participants must be proficient in either English or Spanish, as this course can be conducted in either language. Simultaneous translation between these two languages will be provided when warranted. Otherwise, the course will be offered in only one of the two languages.

Size of group: Maximum - 15
Minimum - 5

No academic transcript needed.

.....

Title & Code: INDIVIDUAL TRAINING IN TROPICAL FORESTRY RESEARCH TECHNIQUES - 170-3

Department of Agriculture

Begins: October preferable, but other beginning dates can be arranged.

Duration: 9 to 12 months

Ends: See above

PIO/P Category and cost per month: Academic- $800/ month

Development Objectives:
This is a special program of individual, on-the-job training offered by the Forest Service, USDA, at the Institute of Tropical Forestry, Rio Piedras, Puerto Rico.

The objectives are to train personnel of forestry organizations and/or educational institutions to initiate and carry out experiments in the establishment, growth, improvement, and management of tropical forest stands; wood properties and characteristics; and wood uses. This training will include:

1. The basic principles of timber management (silviculture) and wood use research -- literature review, elementary study plans, sampling, unbiased measurement and recording, interpretation of results, and research reporting.

2. Installation and maintenance of field tests.

3. The use of instruments, tools, and equipment in research operations to collect and record data pertaining to weather conditions, soils, tree dimensions, wood properties, and wood characteristics.

4. Orderly procedures for collecting and recording experimental data.

5. Simple computational and analytical techniques and procedures.

6. The preparation of well-organized meaningful reports on research results.

Training Plan:
1. Training in research principles through assigned reading; study of representative records, instructional handbooks, and procedural manuals; reports; lectures; conferences and counseling.

2. Assignment to scientists at the Institute of Tropical Forestry to receive on-the-job training in silvicultural and utilization research techniques and procedures.

3. Conduct, under the guidance of Institute scientists, a short-term study to obtain practice in research techniques.

Candidate Requirements:
1. Education: Participants must have either:

a. B.Sc., or equivalent, in Forestry, or

b. B.Sc., or equivalent, in Engineering or Agronomy (Ingr. Agronomo), plus a minimum of two years experience in forestry research or forests operations.

2. Limited to young men who are under 30, from tropical countries, who have inquisitive, investigative minds, and who are destined to become forestry research practitioners.

Other Considerations:
Nomination Deadline: Minimum of 90 days before proposed starting date.

Documentation to AID/W: Minimum of 90 days before proposed starting date.

English Language Requirements: Participants must be proficient in either English or Spanish. The ability to read English references is desirable,

Size of Group: One to four participants can be accepted for this training.

Academic transcript needed.

Title & Code: MULTIPLE-USE FOREST MANAGEMENT - 170-4

Department of Agriculture

Begins: Early June

Duration: 12 weeks

Ends: Mid-August

PIO/P Category and cost per month: Non-academic- $1,250/ month

Development Objectives:
The general objective of this special course is to provide participants with an understanding of the administration of public and private forestry programs, silvicultural practices, and the basic philosophy of multiple-use management of forest land (management for the simultaneous production of timber, forage, wildlife, water, and recreation).

Special objectives are:

1. To study the organization, scope, and implementation of public and private forestry programs.

2. To study National Forest administration, management plans, silvicultural systems, cultural operations, and logging practices employed under varying conditions. Some primary wood-using industries will be studied.

3. To become acquainted with forest nursery procedures and the establishment, management, and protection of forest plantations.

4. To study grazing systems, recreational use of forest lands, watershed management practices, and wildlife habitat improvement on public lands.

5. To observe and discuss research programs and facilities at forest research installations.

6. To observe and study the management of privately-owned forest land.

7. To study programs designed to increase public appreciation of the value of wood, water, forage, wildlife, and recreation as renewable forest resource. This would include extension and rural area development programs, cost-sharing and federal-state cooperative programs to encourage good management.

Training Plan:
This will be a combination academic-observational course conducted on a single or multi-country basis with a Technical Leader and organized as follows:

1. Two weeks in Washington, D.C., for administrative arrangements and orientation in U. S. history, geography, culture, land use, and forestry.

2. Five weeks at an accredited forestry school where participants will undertake a special program involving observation, study, and practical exercises related to the protection, development, coordination, and multiple use of forest-land resources. Participants will be oriented to local forestry agencies and organizations.

3. Three weeks visiting National Forests, National Parks, research installations, and wood-using industries to observe management of public lands, the development and application of research to resource management, and the utilization of forest products. The Tennessee Valley Authority will be visited to observe the coordinated development of natural resources by public and private organizations. Such development has been the basis for total economic and community development.

4. One week to participante in workshop sessions on the broad and fundamental principles of communications which will help participants make the best use of their training.

5. One week evaluation of training program, additional conferences, and the preparation of final reports at USDA and AID, Washington, D.C.

Candidate Requirements:
1. Training: College degree in forestry or related field; or at least six years practical experience in forest management, research, or education.

2. Position: Forestry Technicians

Other Considerations:
Nomination Deadline: February 1

Documentation to AID/W: March 1

English Language Requirements: Ability to speak, understand, read, and write English is desirable. Interpreters may be provided if justified.

Size of Group: Maximum - 15
Minimum - 9

No academic transcript needed.

Title & Code: OBSERVATION OF MULTIPLE-USE FOREST MANAGEMENT - 170-5

Department of Agriculture

Begins: Early April (or mid-Sept.) Duration: 8 weeks

Ends: Late May (or mid-Nov.)

PIO/P Category and cost per month: Non-academic- $1,250/ month

Development Objectives:
The general objective of this special course is to provide participants with an understanding of the administration of public and private forestry programs, silvicultural practices, and the basic philosophy of multiple-use management of forest land (management for the simultaneous production of timber, forage, wildlife, water, and recreation).

Special objectives are:

1. To study the organization, scope, and implementation of public and private forestry programs.

2. To study National Forest administration, management plans, silvicultural systems, cultural operations, and logging practices employed under varying conditions. Some primary wood-using industries will be studied.

3. To become acquainted with forest nursery procedures and the establishment, management, and protection of forest plantations.

4. To study grazing systems, recreational use of forest lan watershed management practices, and wildlife habitat improvem...t on public lands.

5. To observe and discuss research programs and facilities at forest research installations.

6. To observe and study the management of privately-owned forest land.

7. To study programs designed to increase public appreciation of the value of wood, water, forage, wildlife, and recreation as renewable forest resources. This would include extension and rural area development programs, cost-sharing and federal-state cooperative programs to encourage good management.

Training Plan:
General: This special observational course is to be conducted on a group basis with a Technical Leader. (2 to 4 weeks of supplementary individual on-the-job training can be provided in a specific field of forestry operations for participants with a good command of English.)

This special course will be conducted as follows:

1. Two weeks in Washington, D.C., for administrative arrangements, orientation in U. S. history, geography, culture, land use, and forestry.

2. Four weeks visiting forest, park, and other conservation agency headquarters, forest areas, logging operations, forest tree nurseries, research installations, and other offices involved in forestry to observe, and study the practices, procedures, policies and programs used under varying condition in important timber growing regions.

3. One week to participate in workshop sessions on the broad and fundamental principles of communications which will help participants make the best use of their training.

4. One week evaluation of training program, additional conferences, and the preparation of final reports at USDA and AID, Washington, D.C.

Candidate Requirements:
1. Training: College degree in forestry or related field, or at least six years practical experience in forest management, research, or education.

2. Position: Top-level administrative and supervisory personnel.

Other Considerations:
Nomination Deadline: December 1 (or mid-April)

Documentation to AID/W: January 1 (or mid-June)

English Language Requirements: Ability to speak, understand, read, and write English is desirable. Interpreters may be provided if justified.

Size of Group: Maximum - 12
Minimum - 8

No academic transcript needed.

Title & Code: FOREST PRODUCTS UTILIZATION - 170-6

Department of Agriculture

Begins: Early April Duration: 12 weeks

Ends: Mid-June

PIO/P Category and cost per month: Non-academic- $1,250/ month

Development Objectives:
NOTE: This course is not intended to train specialists in any single industry. The objectives are limited to:

1. Obtaining current information concerning wood anatomy, wood technology, wood seasoning, wood preservation, and wood utilization in general.

2. Studying the manufacture of primary and secondary wood products. This will include plant layout, equipment, and processes used; also quality control in manufacturing, drying, and preservation industries.

3. To receive general instruction in grading trees and logs, and to learn how log grades and wood properties affect wood use.

4. To learn about research in the utilization and marketing of wood products.

Training Plan:
This will be a combination academic-observational course conducted on a multi-country basis with a Technical Leader, and will be organized as follows:

1. Two weeks in Washington, D.C. for administrative arrangements and orientation in U. S. history, geography, culture, agriculture, and forestry.

2. Four weeks of academic and laboratory work at a recognized forestry college on wood anatomy, mechanical and physical properties, tree and log grading, wood manufacturing and quality control, wood uses, drying and preservation.

3. Three weeks on a field study of plant layout, equipment, processing methods including quality control and materials used in manufacturing, seasoning, and preserving plants. These will include sawmills; pole, piling and tie (sleeper) yards; pulp and paper mills; veneer and plywood plants; furniture plants; particle board and fiberboard plants; charcoal, turnery and novelty plants and other wood-using industries. Emphasis will be given to small and medium-sized plants. Companies which manufacture wood processing equipment will be visited.

4. One week of wood utilization research at the Forest Products Laboratory at Madison, Wisconsin; the pilot hardwood utilization plant at Carbondale, Illinois; and the Forest Products Marketing Laboratory at Princeton, West Virginia.

5. One week to participate in workshop sessions on the board and fundamental principles of communications which will help participant: make the best use of their training.

6. One week of evaluation of training program, completion of pre-departure report and terminal arrangements.

Candidate Requirements:
1. College degree in forestry, wood technology, or forest engineering; or six years experience in forest products utilization or research.

2. Participants must be supervisory or professional personnel concerned with processing of, or research on the subject of, forest products.

Other Considerations:
Nomination Deadline: December 1

Documentation to AID/W: January 1

English Language Requirements: Participants must be able to speak, understand, read and write English.

Size of Group: Maximum - 12
Minimum - 9

No academic transcript needed.

BUREAU OF LAND MANAGEMENT

DEPARTMENT OF INTERIOR

The Bureau of Land Management of the United States Department of the Interior combines traditions of a developing nation with needs for intensified land management of a developed nation.

With the frontier closed Americans must look to intensified management to provide resources and services from a fixed land base. The Bureau of Land Management provides such intensified management under multiple use principles. This involves building "the combination that will best meet the nation's present and future needs" while at the same time achieving and maintaining "a high-level output of the land's resources without impairment of its productivity."

BLM therefore embraces numerous professional skills adaptable to the varying stages of the developing world and dedicated to the historic conservation ideal that publicly owned resources be administered for the benefit of all the people over all time.

The Bureau of Land Management supervises 450 million acres of public land. Its land skills range from the most historic function of surveying to the latest in economic and ecologic appraisals of values and uses. Bureau officials are also experienced in recommending resource uses and regulations. They have expertise in drafting laws and regulations; recommending types of resource organizations for national governments and their subdivisions; providing skills in planning, programming; and budgeting; and assisting in other management processes as they apply to resource management. The skills represented in the Bureau are particularly adaptable to developing nations. Application of its skills to the resources of developing nations enhances benefits, forestalls losses, and minimizes need for later costly rehabilitation.

Multiple-use management requires a diversity of technical expertise. These include land classification, land use planning, leasing and sale of land and resources, land title recording, cadastral surveying and related photogrammetry, watershed management, forestry, grazing administration, wild-life management, recreation management, road design and construction, fire and pest control, and protection of the environment.

Since 1951, BLM has provided training in the United States for more than 1,000 nationals of 89 other countries. This training has included statutory, administrative and operational features of the following: land classification, land use planning, land records and entitlement, oil and mineral development, leasing, watershed conservation, range management, forestry, wildlife management, cadastral surveying (photogrammetry, mapping, and use of electronic measuring equipment including lasers), and multiple-use resource development in general.

The Department of the Interior's Bureau of Land Management's services and facilities are available to other nations as a part of the technical assistance programs of the United States. It welcomes the opportunity to make these services available in aid of the worldwide effort to combat hunger and to preserve the resources base for permanently sustainable human use.

BLM has prepared a brochure, "Land Resource Development for Developing Nations," which outlines its technical capabilities. Requests for copies should be sent to AID Washington (SER/IT).

Title and Code: MULTIPLE USE, SUSTAINED YIELD, AND ENVIRONMENTAL ENHANCEMENT OF NATURAL RESOURCES - 120-25

Bureau of Land Management

Duration: 6 weeks

Locale: Washington and Western United States and Alaska

Begins: January - April for New Mexico, Arizona, southern California and southern Nevada.
April - December for others.

Ends: Mid-February to Mid-May or Mid-November to Mid-January.

PIO/P Category and cost per month: Non-academic- $1,250/ month

Development Objectives:

1. Introduction of principles and practices of multiple use, sustained yield, and environment enhancement and protection.

2. Covers: (a) principles and practices of multiple use, i.e., the use of land in such combinations that best meet a nation's present and future needs: (b) sustained yield, i.e., achieving and maintaining a high level of output of the land's resources without impairment of its productivity: (c) environmental enhancement and protection, i.e., systematic consideration of the impact of alternative land use combinations to enhance the natural environment where possible or to forestall or mitigate irreparable damage.

3. Includes introduction to: (a) multiple use land planning, i.e., the manner by which land use combinations for specific areas of land are put together, (b) programming and budgeting to marshal and bring to bear requisite manpower and funds to accomplish the land use decisions.

Training Plan:
One week in Washington for introduction to policy formulation, one week at an intermediate field office for introduction to policy adaptation, review and inspection functions of an intermediate office and four weeks at field office for observation and practice in policy implementation on the land.

Candidate Requirements:
Manager or prospective managers of multi-faceted natural resource programs or principal advisors or prospective principal advisors to high level government official with overall responsibility for natural resource management.

Other Considerations:
Workable understanding of English or interpreters.

No academic transcript needed.

.....

Title and Code: LAND USE PLANNING AND ENVIRONMENTAL ANALYSIS -120-26

Bureau of Land Management

Duration: 3 - 6 weeks

Locale: Washington, D.C., Western United States and Alaska

Begins: Anytime

Ends: Anytime

PIO/P Category and cost per month: Non-academic- $1,250/ month

Development Objectives:
Introduction to multiple land use planning used on the national resource lands to identify land use conflicts and complementarities.

Introduction to technical components of a management framework plan.

Introduction to methods of resolving land use conflicts including public participation.

Introduction to techniques of analyzing impacts of alternative courses of land use on the natural environment.

Training Plan:
One week Washington, D.C., for policy formulation.

One week State Office for policy adaptation and review on interpretation functions of an intermediate office.

One - Three weeks at district offices for observation and practice in formulation of one or more management framework plans.

Candidate Requirements:
Managers or prospective managers of land use planning programs or principal staff advisors or prospective staff advisors to high level government officials.

Other Considerations:
Working knowledge of English or interpreter.

.....

Title and Code: LAND BASE MANAGEMENT - 120-27

Bureau of Land Management

Duration: 20 week course for beginning technicians

Locale: Phoenix, Arizona

Begins: July

Ends: November or December

PIO/P Category and cost per month: Non-academic- $1,250/ month

Development Objectives:
Treats land as the base for natural resource management programs.

Developing and/or increasing technical skills in the use of: land survey records, systematic land descriptions, records on legal status, land use suitability classification, land entitlement processing, adjudication of applications for sale, lease of or issuance of permits, and the use of planning and programming techniques for organizing such work.

Interpreting land policies, regulations, and laws directed at the management and disposal of lands based on a system of local, unit and regional planning, leading toward and facilitating orderly settlement of lands.

Using systems and methods for land titling and leasing; cadastral survey; land records; adjudication of conflicting claims and applications for land; land use suitability classification for optimum land uses, including resource management; land reservations; rights-of-way; planning and program formulation.

Training Plan:
One or two selected participants would be included in BLM's own course for beginning land and minerals technicians at BLM's Land and Minerals Training School which is an adjunct of its Phoenix, Arizona, District Office.

Candidate Requirements:
Technicians who will be working on the modernization of existing land and natural resource programs or instituting newly formulated land programs.

Other Considerations:
Participants must have workable understanding of the English language.

No academic transcript needed.

.....

Title and Code: LAND BASE MANAGEMENT - 120-28

Bureau of Land Management

Duration: 3 - 5 weeks Locale: Phoenix, Arizona

Begins: Winter - Spring

Ends : Winter - Spring

PIO/P Category and cost per month: Non-academic- $1,250/ month

Development Objectives:
Provide a general background for management of land as the base natural resource programs including:

Formulation and interpretation of general land use policies developed for the management and transfer of lands.

Application of general and specific land use criteria in making land use decisions.

Analysis of the impact various land use alternatives on the environment.

Application of land use suitability classification for optimum land uses and adjudication techniques for land tenure on land use applications.

Training Plan:
The program will be given at BLM Lands & Minerals Management Training Facility which is an adjunct of its Phoenix, Arizona, District Office It is an adaptation of BLM's land and minerals training program. It will provide the participants a general background of land and resource policy, procedures and methodology for management of lands as the base for natural resource programs.

Candidate Requirements:
Managers or prospective managers of land and natural resource programs where the following situation is crucial: formulation and implementation of criteria, standards, and procedures for determining whether land should be retained in public ownership or transferred and if transferred criteria standards and procedures. Principal staff advisors or prospective staff advisors to high level government officials with overall responsibilities for above would also benefit.

Participants would need very good working knowledge of English.

No academic transcript needed.

Other Considerations:
Attendance would be limited to a group of 15 - 20 per training session. Specific training sessions would require a minimum of one year of lead time for scheduling, programming and developing material based on background and experience of participants.

.....

Title and Code: LIVESTOCK MANAGEMENT AS A LAND MANAGEMENT TOOL-120-29

Bureau of Land Management

Duration: 3 - 6 weeks

Locale: Washington, D.C. and Western States

Begins: June - September for northern States
Anytime for southwestern States

Ends: Mid-July to Mid-October for northern States
Anytime for southern

PIO/P Category and cost per month: Non-academic- $1,250/ month

Development Objectives: Introduction to the principles and practices of managing the grazing of livestock in a multiple use context through installation of grazing management systems.

Includes use of grazing livestock as an ecological tool.

Demonstration that properly adapted and administered grazing systems can increase livestock production and increase environmental quality.

Introduction to techniques of allotment management planning, i.e., the multiple use of planning for designated ranges.

Training Plan:
One week Washington, D.C., and/or Denver, Colorado, for general orientation and introduction to policy formulation.

One week at a State Office for policy adaptation and the review and inspection functions of an intermediate office.

One to four weeks at one or more district offices for observation and participation in operation of grazing management systems.

Candidate Requirements:
Managers or prospective managers of livestock grazing programs on a nationwide or regional basis or principal staff advisors or prospective principal staff advisors to high level official with overall responsibilities for livestock grazing particularly on large blocs of publicly owned land.

Other Considerations:
No academic transcripts.

Working knowledge of English language or an interpreter.

.....

Title and Code: WATERSHED CONSERVATION - 120-30

Bureau of Land Management

Duration: 3 - 6 weeks

Locale: Washington and Western States

Begins: January - April
October - December

Ends: Mid-February - Mid-May
Mid-November - Mid-January

PIO/P Category and cost per month: Non-academic- $1,250/ month

Development Objectives:
Introduction for managers or prospective managers of watershed conservation program.

Introduction or review of watershed management principles.

Formulation and execution of watershed programs in a multiple use context with emphasis on identifying and ranking watershed for highest return on investment in watershed practices.

Familiarization with public administration techniques respecting personnel management, programming and budgeting as they are needed in watershed management.

Training Plan:
One week Washington, D.C., general orientation and elements of policy and program formulation.

One week at State Office for introduction to policy and program adaptation at an intermediate office and observation of technical and inspection functions of an intermediate office.

One to three weeks at one or more district offices observing and participating in watershed conservation.

Candidate Requirements:
Manager or prospective managers with responsibilities for watershed programs or staff advisors or prospective staff advisors to high level officials with overall watershed conservation responsibilities.

Other Considerations:
No academic transcript needed.

Working knowledge of English or interpreter.

.....

Title and Code: MINERALS AND ENERGY MANAGEMENT - 120-31

Bureau of Land Management

Duration: 5 - 7 weeks

Begins: First of each month

Ends: Middle each month

Locale: Washington, D.C. and Western United States Atlantic and Gulf Coast Seaboards

PIO/P Category and cost per month: Non-academic- $1,250/ month

Development Objectives:
Introduction to the principles and practices of making publicly-owned mineral resources available for commercial use under well defined terms and conditions.

Includes introduction to economic analysis and environmental analysis.

Covers principally activities in leasing oil and gas and coal for both fairly standard situations and unique situations such as coal leasing on northern great plains or oil shale leasing in Colorado, Wyoming, and Utah. Depending on needs could emphasize offshore leasing of oil and gas.

Emphasis on establishing a minerals and energy management program covering statutory authority, administrative regulations, policy standards and criteria, organization and management elements, institutional cooperation.

Training Plan:
One week Washington, D.C., for general orientation and policy formulation.

Two - three weeks at a State Office for policy adaptation and program implementation with some visits to field locations.

Two - three week at one or more BLM Outer Continental Shelf Offices.

Candidate Requirements:
Managers or prospective managers of minerals and energy leasing programs or principal staff advisors or prospective principal staff advisors to high level government officials with overall responsibility for leasing publicly owned minerals and energy.

Other Considerations:
No academic transcripts.

Working knowledge of English or an interpreter.

.....

Title and Code: CADASTRAL LAND SURVEY - 120-32

Bureau of Land Management

Duration: 3 - 6 weeks

Locale: Washington, D. C.
Western United States and Alaska

Begins: April through October

Ends: Mid-May - Mid-November

PIO/P Category and cost per month: Non-academic- $1,250/ month

Development Objectives:
Introduction to organization and management of cadastral survey programs especially on a nationwide basis to facilitate large scale land transfers or systematic land descriptions for management of natural resources.

Demonstration of technological innovation in land surveying.

Study place of land survey records in connection with land entitlement records.

Training Plan:
Program is designed for managers or prospective managers of large scale land survey program. One week orientation in Washington on formulation of cadastral survey programs including budgeting and programming.

One week of State Office orientation on place of an intermediate field office in adaptation of basic policy, review and inspection of an intermediate office.

One - three weeks observing and participating surveys preferably covering different type topography.

Candidate Requirements:
Managers or prospective managers of large scale land survey projects. Participants would need work'ng knowledge of English or interpreter.

Education:
Education and/or experience as a land surveyor would generally be needed, less necessary for a manager with general, not immediate responsibility for cadastral survey program. No academic transcript needed.

.....

Title and Code: LAND RECORDS MANAGEMENT - 120-33

Bureau of Land Management

Duration: 3 - 6 weeks Locale: Washington, D. C.

Begins: Anytime

PIO/P Category and cost per month: Non-academic- $1,250/ month

Development Objectives:
Introduction for manager or prospective manager with responsibility for land records management with emphasis on organizing land records for such basic purposes and easy access for land entitlement proceedings or reliability as evidence of entitlement, availability to public.

Demonstration of ways of technological innovation and problems encountered in transition from older to newer methods of land records keeping.

Training Plan:
Program is for manager or prospective managers and one week Washington, D.C., general orientation.

Two to four weeks at selected State Offices with opportunity to visit city and county land record systems and private land records systems.

Candidate Requirements:
Manager or prospective manager of land records program. No academic transcript.

.....

BUREAU OF RECLAMATION

Department of the Interior

The Bureau of Reclamation is an agency within the Department of the Interior responsible for the multipurpose development of water resources in the 17 Western States. It investigates, plans, designs, constructs, operates and maintains water resources projects for the purposes of irrigation, hydro-electric power generation, municipal and industrial water supply, flood control, navigation, fish and wildlife enhancement, pollution abatement, recreation and other related uses. For more than twenty-five years, it has been providing on-the-job training and observation programs for foreign technicians in the various disciplines involved in the water resource development field.

All of this training is individually tailored to fit the needs of each participant in accordance with the PIO/P. There are no fixed curriculums but many training programs follow the general patterns shown on the following pages. Specialized training in related fields of activity can also be arranged.

Title and Code: RESEARCH AND LABORATORY PROCEDURES - 120-8

Bureau of Reclamation

Duration: 6 to 12 months

Locale: Bureau of Reclamation, Engineering and Research Center, Division of General Research, Denver, Colorado, and appropriate field offices.

Begins: May start at any time.

PIO/P Category Cost/Month: Non-academic- $1,250/ month

Development Objectives:
To receive in-service training and gain experience in laboratory procedures connected with research and/or testing of materials, structures, hydraulics, and water conservation techniques.

Training Plan:
Earth Sciences Branch, 5 to 10 weeks, to study laboratory procedures and techniques used in testing soils and conducting research to use soils to meet structural requirements. These studies will include a selection of earth materials for use in earth dams, and the tabulation of data for incorporation in the design of earth structures.

Concrete and Structural Branch, 6 to 12 weeks, for training in investigations of physical properties and engineering behavior of materials, including: foundation rock, aggregates, cements, and concrete to provide information needed in planning, design, construction, operation, and maintenance of structures. Also, to study concrete mix design, effects of admixtures, and methods of batching concrete; and structural research.

Applied Sciences Branch, 6 to 12 weeks, to study laboratory testing and research techniques used in evaluating bituminous materials, protective coatings, plastics, oils, and concrete curing compounds. Includes physical analyses of materials using petrographic, metallographic, and stereoscopic microscopes; an x-ray diffraction unit; a spectograph; a thermal balance, and a differential thermal analysis unit.

Hydraulics Branch, 5 to 10 weeks, to study laboratory testing and research techniques involved in the use of hydraulic models for the design of various water control and conveyance structures and equipment; and the transport and deposition of sediments.

Field assignments, 4 to 8 weeks, to observe operation of field laboratories, field testing procedures, materials and foundation explorations, construction, and project operations.

Candidate Requirements:
1. An engineering graduate of an institute of higher education or qualified by other training and experience to accomplish the proposed training activity.

Other Considerations:
English Language Requirements: Sufficient proficiency to speak, understand, and read in technical and non-technical terms.

No academic transcript needed.

.....

Title and Code: DRAINAGE AND GROUND WATER ENGINEERING - 120-9

Bureau of Reclamation

Duration: 6 to 12 months

Locale: Bureau of Reclamation, Engineering and Research Center, Denver, Colorado, and appropriate field offices.

Begins:)
Ends:) See note 1/

PIO/P Category Cost/Month: Non-academic- $1,250/ month

Development Objectives:
To receive in-service training and gain experience in the planning and conduct of drainage operations and to study procedures for developing ground water.

Training Plan:
Drainage and Groundwater Branch, 4 to 8 weeks, to engage in study and discussion of general office procedures in collection and reporting on ground water investigations, and supply and control of ground water levels. Also, to study drilling methods, and operation and proper drainage for an irrigation system.

1/ May begin at any time. However, at least ½ of proposed time should fall in period May to October to provide visits to field locations during summer months.

Land Utilization Section, 3 to 6 weeks, to become familiar with the application of technical procedures related to selection of lands for irrigation, with special emphasis on the drainage system requirements as related to various types of soils. This assignment will familiarize the participant with the relationship of land, classification to other planning activities with respect to such factors as determination of payment capacity, water supply, and water quality.

Plans Coordination and Reports Branch, 3 to 6 weeks, for training in administration and organization of water resource investigations and planning groups, development of program budgets and control of procedures; to study the types and uses of investigation and planning reports. This assignment includes investigation of drainage requirements for irrigation.

Field assignment, 3 to 5 weeks, to observe various aspects and techniques of well drilling operations and gain practical experience in the operation of well pumps and standard pump tests.

Various field assignments, 13 to 27 weeks, to observe and discuss drainage problems and their solutions on active irrigation projects. Also to study field investigations, planning, design, construction, operation, and maintenance of drainage systems.

Candidate Requirements:

1. An engineering graduate of an institute of higher education or qualified by other training and experience to accomplish the proposed training activity.

2. Employed or be a prospective employee in an agency, institute, or company involved in land and water resources development.

Other Considerations:

English Language Requirements: Sufficient proficiency to speak, understand, and read in technical and non-technical terms.

No academic transcript needed.

.....

Title and Code: CANAL DESIGN AND/OR CONSTRUCTION - 120-10

Bureau of Reclamation

Duration: 6 to 12 months

Locale: Bureau of Reclamation, Engineering and Research Center, Denver, Colorado, and appropriate field offices.

Begins:)
Ends:) See note 1/

PIO/P Category Cost/Month: Non-academic- $1,250/ month

Development Objectives:
To receive on-the-job training and gain experience in the procedures used in the design and construction of irrigation distribution systems, including canals, pipelines, and related structures. Program can be modified to place emphasis on either design or construction. If combined program is desired, duration should be 1 year.

Training Plan:
Hydraulic Structures Branch, 6 to 12 weeks, to study the design of irrigation distribution systems and related structures, including the construction quantities for such systems; to gain experience in the procedures used in design; determination of the most economical canal system, development of plan and preliminary specification drawings, and hydraulic computations necessary in the design of irrigation systems.

Division of Research, Earth Sciences Branch, 5 to 7 weeks, for training in testing and investigating physical properties and engineering behavior of earth materials to provide information for design and construction of canals and structural foundations. Studies to include compaction and settlement tests, evaluation of test results, and laboratory management.

Division of Construction, Contract Administration Branch, 6 to 12 weeks, to study decisions pertaining to the development of policies, standards, and procedures for the administration of contracts for construction, rehabilitation of project works, preparation of extra work orders, orders for changes, and findings of fact; and settlement or adjustment of contractor's claims.

Division of Engineering Support, Estimates and Analyses Branch, 6 to 10 weeks, to engage in studies pertaining to preparation of cost estimates, development of cost indices, and maintenance of historical records of changes affecting the project costs.

Division of Construction, Specifications and Procurement Branch, 1 to 3 weeks, for studies in methods and procedures of scheduling construction work, analyzing contractor's programs for feasibility, and preparing and maintaining progress reports for office records.

1/ May begin at any time. However, at least 1/3 of programmed time should fall in period May to October to provide for visits to field locations during summer months.

Field training assignments of 12 to 28 weeks at regional headquarters and two or more construction sites of canals, to receive training in the latest construction methods, use of construction equipment, placement of materials, and installation of equipment. Also, for studies in general office engineering functions, such as opening of bids, preparation of bid abstracts, and recommendations for award of contracts; development of data for cost estimates and construction schedules. Also, to gain experience in the inspection of the contractor's work and materials to be incorporated in the completed structures.

Field assignment of 12 to 18 weeks at two or three sites where canal construction is in progress. To receive training in the construction of canals including linings procedure, drainage systems and practical application of theories studies in the design office.

Candidate Requirements:

1. An engineering graduate of an institute of higher education or qualified by other training and experience to carry out the proposed training activity.

2. Employed or be a prospective employee in an agency, institute, or company involved in land and water resources development.

Other Considerations:

English Language Requirements: Sufficient proficiency to speak, understand, and read in technical and non-technical terms.

No academic transcript needed.

.....

Title and Code: MECHANICAL ENGINEERING
WATER CONTROL STRUCTURES - 120-11

Bureau of Reclamation

Locale: Bureau of Reclamation, Engineering and Research Center, Denver, Colorado, and appropriate field offices.

Begins:)
Ends:) See note 1/

PIO/P Category Cost/Month: Non-academic- $1,250/ month

1/ May begin at any time which will provide for field assignments during the period May to October.

Development Objectives:
To receive in-service training and gain experience in design and installation of mechanical equipment and structures connected with water resources development projects.

Training Plan:
Mechanical Branch, 15 to 31 weeks, for studies pertaining to design, selection, and technical specifications for various types of gates and valves for penstocks, spillways, and outlet works, radial gates for canals, turbine draft tube gates, cranes, handling equipment, and related mechanical equipment including hydraulic hoists and controls. Also, to engage in studies of design and technical specifications for penstocks, wye branches, and surge tanks. These designs include economic studies, hydraulic and waterhammer studies, and stress analysis of large diameter high-head penstocks.

Hydraulic Machinery Section, 3 to 6 weeks, to receive training in the preparation of the reconnaissance and feasibility estimates; the determination of size and selection of the types of turbines and pumps; to gain experience in the design and technical specifications including the most economical arrangements for hydraulic and associated mechanical features of powerplants and pumping plants; and to become familiar with the operation and maintenance procedures for hydraulic machinery.

Structural and Architectural Branch, 3 to 6 weeks, to become familiar with the design and technical specifications, including: arrangement and placement of equipment for power and pumping plants.

Field assignments, 5 to 9 weeks, to observe construction and installation activities, inspection, repair, maintenance, and operation of various mechanical equipment; and to discuss operation of the mechanical equipment.

Candidate Requirements:
1. An engineering graduate of an institute of higher education or qualified by other training and experience to accomplish the proposed training activity.

2. Employed or be a prospective employee in an agency, institute, or company involved in land and water resources development.

Other Considerations:
English Language Requirements: Sufficient proficiency to speak, understand, and read in technical and non-technical terms.

No academic transcript needed.

.....

Title and Code: PROJECT INVESTIGATIONS - 120-12

Bureau of Reclamation

Duration: 6 to 12 months

Locale: Bureau of Reclamation, Engineering and Research Center, Denver, Colorado, and appropriate field offices.

Begins: May begin at any time.

PIO/P Category Cost/Month: Non-academic- $1,250/ month

Development Objectives:
To receive on-the-job training and gain experience in project investigation procedures used in planning water resources development projects.

Training Plan:
Division of Planning Coordination, Plans Coordination and Reports Branch, 1 to 2 weeks, for training in administration and organization of water resource investigation and planning groups, development of program budgets and control procedures, study the types and use of investigation and planning reports. This assignment includes investigation of drainage requirements for irrigation.

Division of Planning Coordination, Resources Analysis Branch, 3 to 5 weeks, to engage in studies pertaining to the development of standards and procedures governing the economic phases of project investigations, including: project formulation, benefit-cost analyses, cost allocation, economic feasibility in terms of project repayment, and effects of reclamation development on local areas and on the conservation and development of natural resources.

Division of Planning Coordination, Flood Hydrology Section, 4 to 8 weeks, to receive training in the technical standards and procedures governing hydrological and meteorological determinations, including data collection, streamflow forecasting, preparation of inflow design flood studies and flood control studies.

Division of Planning Coordination, Sedimentation Section, 2 to 3 weeks, to engage in studies pertaining to reservoir sedimentation, channel retrogression and aggradation, and related subjects such as tailwater and backwater computations and sediment loads of streams for design of pumping plants, turbines, and diversion headworks.

Division of Planning Coordination, Land Utilization Section, 2 to 3 weeks, to study application of technical procedures relating to selection of land for irrigation. This involves study of reconnaissance, semi-detailed and detailed land classification methods as applied to the development of project plans. The

relationship of land classification to other planning activities is studied with respect to such factors as determination of payment capacity, benefit-cost ratio, drainage requirements, water supply, and water quality.

Regional Headquarters, 5 to 13 weeks, for training in the technical standards and procedures governing economic and agricultural aspects of project investigations. Training to include economic justification in terms of project repayment and balanced multipurpose use. Study general project investigations encompassing river basin development, data collection, report preparation, analysis of findings, and project contribution to the local, regional and National economy.

Field assignment, project development office, 5 to 13 weeks, for on-the-job training in the technical standards and procedures governing economic and agricultural aspects of project investigations. Training to include economic justification in terms of project repayment and balanced multipurpose use. Study general project investigations encompassing river basin development, data collection, report preparation, analysis of findings, and project contribution to the national economy.

Varied field assignments, 2 to 3 weeks, at selected installations to receive training in water resources investigation, such as sedimentation, hydraulic capacities, flood routing, streamflow forecasting, and data collection. Study technical standards and procedures governing the economic and agricultural aspects of project investigations in terms of water control, farm drainage problems, and general agricultural practices.

Candidate Requirements:

1. An engineering graduate of an institute of higher education or qualified by other training and experience to carry out the proposed training activity.

2. Employed or be a prospective employee in an agency, institute, or company involved in land and water resources development.

Other Considerations:

English Language Requirements: Sufficient proficiency to speak, understand, and read in technical and non-technical terms.

No academic transcript needed.

.....

Title and Code: ENGINEERING GEOLOGY - 120-13

Bureau of Reclamation

Duration: 6 to 12 months

Locale: Bureau of Reclamation, Engineering and Research Center, Denver, Colorado, and appropriate field offices.

Begins:) See note 1/
Ends:)

PIO/P Category Cost/Month: Non-academic- $1,250/ month

Development Objectives:
To receive in-service training and gain experience in the procedures used in geological investigations of sites for dams, reservoirs, canals, tunnels, powerplants, and other structures.

Training Plan:
Geology and Geotechnology Branch, 4 to 8 weeks, to study methods and procedures for geological investigations and explorations to determine quality and characteristics of rock as related to tunnels and to foundation requirements for the construction of dams, and powerplants. Also to study earthquake site evaluation and engineering geophysics.

Earth Sciences Branch, 7 to 14 weeks, for training in investigation of physical properties and engineering behavior of construction materials. The emphasis of this assignment will be on rock and soil mechanics as related to foundation studies and treatment and will include compaction and settlement tests, evaluation of test results, and laboratory management.

Drainage and Groundwater Branch, 2 to 4 weeks, to engage in study and discussion of office procedures, and field collection and reporting on groundwater levels. Also to study water well and completion methods.

Field assignment, 11 to 25 weeks, to study geological data and prepare field and office reports; also, observe geophysical investigations and drilling operations at a proposed structure site. These assignments would also include study of grouting, penetration, and permeability tests.

1/ May begin at any time. However, at least ½ of proposed time should fall in period May to October to provide visits to field locations during the warmer months.

Candidate Requirements:
1. A graduate in geology or engineering from an institute of higher education or qualified by other training and experience to carry out the proposed training activity.

2. Employed or be a prospective employee in an agency, institute or company involved in land and water resources development.

Other Considerations:
English Language Requirements: Sufficient proficiency to speak, understand, and read in technical and non-technical terms.

No academic transcript needed.

.....

Title and Code: IRRIGATION OPERATIONS AND MAINTENANCE - 120-14

Bureau of Reclamation

Duration: 6 to 12 months

Locale: Bureau of Reclamation, Engineering and Research Center, Denver, Colorado, and appropriate field offices.

Begins:)
Ends:) See note 1/

PIO/P Category Cost/Month: Non-academic- $1,250/ month

Development Objective:
To receive in-service training and gain experience in irrigation operations and maintenance procedures.

Training Plan:
Division of Water O&M, 2 to 6 weeks, to study operation and maintenance of all classes of irrigation works operated by the Bureau of Reclamation, water users organizations, and other related river regulation facilities. Also, to study the organization and planning methods of irrigation operation and maintenance groups. The training will include: assessment of water charges, collections, scheduling requirements, water metering, and cooperation between public and private agencies.

1/ May begin at any time. However, at least ½ of proposed time should fall in period May to October to provide visits to field locations during the warmer months.

Drainage and Groundwater Branch, 2 to 4 weeks, to study operation and proper drainage for an irrigation system.

Regional Headquarters, 4 to 10 weeks, to receive training in maintenance, use of maintenance equipment, and weed control measures. Also to study the design and layout of irrigation distribution systems and related structures including canal linings and drainage systems.

Field training assignments at two Bureau of Reclamation irrigation projects, 15 to 29 weeks, to gain practical experience in the operation and maintenance of irrigation projects. The training would stress measurement and dispatching of water, assessments and collections, scheduling requirements, construction and maintenance of small canals, conduits and water control structures and related equipment requirements, and management and coordination of activities with agricultural interests.

Assignments at one or two private irrigation districts for 3 weeks to observe the organization, management and operation of irrigation districts. Special attention would be given to farmer and operating personnel relationships. Training would also cover the coordination and operation and maintenance activities with groups such as Agriculture Extension Service, Soil Conservation Service, and Farmers Home Administration.

Candidate Requirements:

1. An engineering graduate of an institute of higher education or qualified by other training and experience to accomplish the proposed training activity.

2. Employed or be a prospective employee in an agency, institute, or company involved in land and water resources development.

Other Considerations:

English Language Requirements: Sufficient proficiency to speak, understand, and read in technical and non-technical terms.

No academic transcript needed.

.....

Title and Code: DAM DESIGN AND CONSTRUCTION - 120-15

Bureau of Reclamation

Duration: 6 to 12 months

Locale: Bureau of Reclamation, Engineering and Research Center, Denver, Colorado, and appropriate field offices.

Begins:)
Ends:) See note 1/

PIO/P Category Cost/Month: Non-academic- $1,250/ month

Development Objectives:
To receive in-service training and gain experience in design and construction of concrete and earth dams.

Training Plan:
Hydraulic Structures Branch, Earth Dams Section, 5 to 8 weeks, for comprehensive studies in reconnaissance and feasibility designs, and final design of earth dams, including: stability analyses, seepage and permeability problems, core placement methods, spillway locations, types and capacities, cutoffs and stability of embankment slopes.

Hydraulic Structures Branch, Concrete Dams Section, 5 to 8 weeks, for training in the standards, procedures, and techniques used in the design of concrete dams, including trial load analyses. Also, to study foundation investigations and treatment, and river diversion control during construction; penstock and outlet openings, and mass concrete cooling.

Hydraulic Structures Branch, Spillway and Outlet Works Section, 2 to 5 weeks, for design studies of various types of spillway structures, stilling basin and outlet structures, including types of gates and metering devices required.

Contract Administration Branch, 2 to 5 weeks, for studies in the development of policies, standards, and procedures for the administration of contracts for construction, rehabilitation of project works, and major equipment and supplies, preparation of extra work orders, orders for changes, and finding of facts.

Field assignment, 6 to 13 weeks, to gain on-the-job experience in all phases of earth dam construction, including: spillways and outlet works, and tunnel lining operations. Also, to observe field laboratory testing procedures, installation of hydraulic and mechanical equipment, and the inspection of the contractor's work and materials incorporated in the completed structures.

Field assignment, 6 to 13 weeks, to receive on-the-job training in all phases of concrete dam construction, including foundation studies and treatment, placement and cooling of mass concrete, grouting operations, and tunnel lining operations. Also to

1/ May begin at any time. However, at least ½ of proposed time should fall in period May to October to provide visits to field locations during warmer months.

observe field laboratory testing procedures.

Candidate Requirements:
1. An engineering graduate of an institute of higher education or qualified by other training and experience to accomplish the proposed training activity.

2. Employed or be a prospective employee in an agency, institute, or company involved in land and water resources development.

Other Considerations:
English Language Requirements: Sufficient proficiency to speak, understand, and read in technical and non-technical terms.

No academic transcript needed.

.....

Title and Code: ELECTRICAL POWER SYSTEMS ENGINEERING - 220-1

Bureau of Reclamation

Duration: 6 to 12 months

Locale: Bureau of Reclamation, Engineering and Research Center, Denver, Colorado, and appropriate field offices.

Begins:)
Ends:) See note 1/

PIO/P Category Cost/Month: Non-academic- $1,250/ month

Development Objectives:
To receive in-service training and gain experience in electrical power systems planning, design, operations and construction.

Training Plan:
Electrical Branch, 10 to 17 weeks, to study design and construction of electrical transmission lines and related structures, including methods for relay protection of generators, condensers, buses, transformers, high-speed reclosing equipment, and carrier-current relay; voltage control methods; transmission efficiency; control and station service auxiliary equipment for power-plants and substations, including metering, relaying, supervisory control;

1/ May begin at any time. However, at least ½ of proposed time should fall in the period May to October to provide visits to field locations during warmer months.

telemetering for conventional and a-c/d-c station distribution systems; and to receive experience in communication units, including radio carrier equipment and microwave.

Division of Power Engineering, 4 to 9 weeks, to engage in studies in matters relating to power payment, encompassing potential, existing, and modified power developments, and establishment of replacement reserve criteria; and policies, standards, procedures, and techniques required for adequate, efficient, and economic power operations, including collection and analyses of operation, maintenance, cost and revenue statistics. Study power systems planning, system interconnection, and systems stability.

Field assignments, 12 to 26 weeks, to receive training in the construction of transmission lines, including structure locations, stringing of conductors, sag calculations, substation equipment installation, safety controls and practices, operation and maintenance considerations; operating techniques and practices, and load and frequency control of an interconnected grid system. The training would also include scheduling of operation and maintenance of powerplant equipment, generation, dispatching, and associated communications.

During 1974, 8-day training programs are offered for powerplant and substation operators at the Operator Training Center System Simulator in Denver, Colorado. It is planned that this system simulator will be modified during 1974 to include centralized control from a simulated dispatch office. This modified training program should be available in 1975. The total charge for this course is $250.

Candidate Requirements:

1. An engineering graduate of an institute of higher education or qualified by other training and experience to accomplish the proposed training activity.

2. Employed or be a prospective employee in an agency, institute, or company involved in land and water resources development.

Other Considerations:

English Language Requirements: Sufficient proficiency to speak, understand, and read in technical and non-technical terms.

No academic transcript needed.

.....

UNITED STATES GEOLOGICAL SURVEY

DEPARTMENT OF INTERIOR

During the past quarter century, the strengthening of earth-resource institutions and programs through training and exchange of scientific and technical personnel has become an increasingly significant component of international cooperation. For less developed countries, it is important to expand the capacity of earth science cadres and institutions in order to accelerate the discovery, development, and utilization of mineral, fuel, and water resources needed for industry, agriculture, and human consumption. For more developed countries it is important to encourage the growth of scientific and institutional capability in other countries as a contribution toward self-sustaining economic growth and as basis for increasing scientific cooperation on resource and environmental problems of international concern.

As the principal agency of the United States Government concerned with geologic, hydrologic, and topographic surveys, the U.S. Geological Survey (USGS) recognizes its responsibility to assist in the training of scientific and technical personnel as a means of strengthening earth-science institutions in the developing countries, and also to serve as a focus for international visitors interested in study or exchange programs in the earth sciences. In meeting this responsibility, the USGS has provided or arranged for training in the United States of more than 1,400 scientific and technical participants from 88 countries, in geology, geophysics, geochemistry, hydrology, photogeology, topographic surveys, cartography, scientific administration, and other related scientific and technical fields in the past three decades. This training has been sponsored by the Agency for International Development (AID) and its predecessor agencies, United Nations agencies, other international organizations, and other governments.

Training: USGS assistance in training foreign nationals is given in four ways: (1) on-the-job training in host countries under the guidance of USGS specialists assigned to overseas technical assistance projects; (2) group training courses or seminars in host countries conducted by one or more USGS specialists; (3) in-service training of individual participants assigned to USGS field offices, projects, or laboratories in the United States; and (4) guidance or assistance in selecting universities and curricula for participants in earth science and engineering.

Training and study schedules are arranged according to the background, experience, and interests of each participant. Most USGS training activities are at professional level, but some are at supervisory or subprofessional levels. Because standards of academic work in many developing countries differ from academic standards in the United States, many participants are likely to require additional academic courses to strengthen their background and prepare them to utilize fully in-service training. Scheduling of courses and fulfillment of prerequisite courses usually require academic work to begin at the start of the academic year, and proposed starting dates for participant training should be in accord with this requirement. Further, owing to increasing demands for specialist services in the USGS domestic program and current limitations in capacity, it is necessary for the USGS to set stringent limits on the qualifications and total number of participants who can be accepted; on the availability of particular types of training; and on the duration of individual in-service training programs at USGS domestic facilities.

For in-service participant training, thirty-two training schedules have been defined. Implementation of any of these schedules at any particular time is subject to the availability and work load of training specialists at USGS domestic facilities. The schedules, which are described in following sections, have been defined to cover many aspects of scientific, technical, management, and servicing activity normally required to establish and operate counterpart geologic, hydrologic, and topographic agencies. They also are intended to help develop scientific cadres to strengthen the base for future growth of academic and applied sciences in the less-developed countries. Twelve of these schedules are for programs in the Geologic Division, six in the Water Resources Division, five in the Topographic Division, five in the Publications Division, two in the Computer Center Division, and one within the USGS at-large. Training in the Conservation and Administrative Divisions may be arranged as required to supplement these schedules.

Scientific and Technical Exchange: During the past two decades the USGS has increasingly served as a point of contact in arranging foreign visitor study programs in the geologic, hydrologic, and cartographic sciences in the United States. Some of these programs evolve from USGS participation in about 40 governmental and non-governmental international organizations; others from bilateral agreements for scientific and technical exchange negotiated with foreign governments by the U.S. Department of State; and still others from international contacts of USGS personnel. Since 1963 the USGS has planned visitor study programs in the United States for about 34 scientists and engineers from 16 countries. These programs have been carried out in USGS domestic facilities as well as in those of other Federal and State agencies, academic institutions, and private companies. Most such programs are structured to meet the individual visitor's particular requirements, hence no formal schedules are presented herein.

TRAINING PROVIDED BY WATER RESOURCES DIVISION

The Water Resources Division provides short-term in-service scientific and technical training in the facilities of the Water Resources Division for foreign geologists, engineers, chemists and subprofessionals, based on the individual Participant's particular needs in General Hydrology, Surface-Water Hydrology, Ground-Water Hydrology, Quality of Water, and Sedimentology. Short-term training can also be provided for Participants at supervisory levels in administration, management, programming and planning techniques necessary in the operation of water-resources and hydrological organizations that function on a national, or regional basis. Training can be coordinated and supplemented by assignments to other U.S. agencies engaged in correlative programs in water resources. In arranging these programs the Water Resources Division will give priority to those Participants coming from counterpart organizations with which the U.S. Geological Survey has active technical assistance projects or cooperative scientific and resource investigations. The USGS Water Resources Division can advise and assist in arranging for appropriate college training in disciplines related to water resources and hydrological investigations. Some of these disciplines are Hydrology, Geology, Geophysics, Hydraulic Engineering, Chemistry, Physics, and Mathematics.

The objectives of the Water Resources Division Participant programs are to train competent management, scientific, and technical personnel who can carry forward the work of water-resources organizations in their home countries. Most Participants have had some prior education, training, and experience in water-resources investigations. Generally but not always they come from water-resources or hydrologic agencies whose aim is to increase the proficiency and capability of their staff and operational personnel. The Water Resources Division provides limited facilities for group training through its Water Resources Training Center at Denver, Colorado.

Title & Code: GENERAL HYDROLOGY - 120-16

U.S. Geological Survey

Duration: 12 weeks

Begins: February

Ends: May

Locale: Water Resources Division
U.S. Geological Survey
Washington, D. C.

PIO/P Category and cost per month: Non-academic- $1,250/ month

Development Objectives:
A formal Water Resources Training Course has been initiated primarily for foreign participants. Emphasis is placed on the skills and knowledge the participant will need in his work in water resources investigations in his own country. It is strongly recommended that whenever possible participation in this Course precede in-service training in the more specialized water-resources disciplines.

Training Plan:
Training is interdisciplinary, covering the work of the hydrologist, engineer, geologist, chemist, and others engaged in the ground-water, surface-water and water programs. The training course is designed to last 3 months and comprises balanced lectures, demonstrations, discussions, reading assignments, classroom problems, tours, and field trips, as well as practice in the laboratory and field.

Training schedule:#
1st to 4th week: Water-Quality Techniques
5th to 8th week: Surface-Water Techniques
9th to 12th week: Ground-Water Techniques

#Subject to change on short notice.

The schedule is sufficiently flexible to permit training for any length of time, depending upon the needs of the candidate.

Candidate Requirements:
Bachelor's degree in Geology, Engineering, Chemistry or related science, or equivalent in an experience-education combination.

Other Considerations:
Nomination Deadline: Depends on scope of training desired.

Documentation to AID/W: Specified on an individual basis. (Pertains to AID-sponsored participants.)

Placement: Limited training facilities within USGS may necessitate the assignment of participants on a priority basis.

English Language Requirements: As set by AID. Exceptions considered only when special circumstances prevail, and are approved on a case - by - case basis.

Academic transcript needed. Yes. With grade sheets showing courses taken and grades received; both with English transcripts.

.....

Title & Code: SURFACE WATER HYDROLOGY - 120-17

U.S. Geological Survey

Duration: 1 to 3 months

Locale: Water Resources Division
U.S. Geological Survey
Washington, D. C.

Begins: Individually)
)
Ends: Scheduled)

PIO/P Category and cost per month: Non-academic- $1,250/ month

Development Objectives:
To assist in expanding scientific knowledge related to surface-water resources and the use of such knowledge for the guidance of programs of surface-water resources appraisal and development. To assist and guide in the organization and improvement of government institutions concerned with water resources investigations and development through education and training of technical, professional, and management personnel.

Training Plan:
On-the-job training assignments to District offices of the Water Resources Division which use basic to highly specialized methods of measurement, computation, and analysis in the general field of surface water hydrology, with emphasis on office and field techniques pertaining to hydrologic and hydraulic research, measurement, and computation that have been developed by the Surface Water Branch. Training can include the following topics:

Collection of basic data — Streamflow networks.
Measurement and analysis of streamflow.
Measurement methods in operation.
Measurement techniques and instruments.
Construction, operation, and maintenance of gaging stations, cableways, and stream gaging equipment.
Measurement of discharge by direct and indirect methods.
Current-meter measurements.

Moving boat discharge measurements.
Slope-area measurements.
Contracted opening measurements.
Dye-dilution methods.
Computation of discharge in tidal reaches.
Time of travel studies by fluorometric procedures.
Computation of water-surface profiles in open channels.
Flood-plain mapping projects.
Computer techniques in surface-water applications.
Regional analyses of streamflow characteristics.
Flow-frequency relationships.
Duration-curves.
Base-flow recession curves.
Extending streamflow records.

Candidate Requirements:
Bachelor's degree in Engineering or related science or equivalent in an experience-education combination.

Other Considerations:
Nomination Deadline: Depends on scope of training desired.

Documentation to AID/W: Specified on an individual basis. (Pertains to AID-sponsored participants.)

Placement: Limited training facilities within USGS may necessitate the assignment of participants on a priority basis.

English Language Requirements: As set by AID. Exceptions considered only when special circumstances prevail, and are approved on a case - by - case basis.

Academic transcript needed. Yes. With grade sheets showing courses taken and grades received; both with English transcripts.

.....

Title & Code: GROUND WATER HYDROLOGY - 120-18

U.S. Geological Survey

Duration: 1 to 3 months

Locale: Water Resources Division
U.S. Geological Survey
Washington, D. C.

Begins: Individually)
)
Ends: Scheduled)

PIO/P Category and cost per month: Non-academic- $1,250/ month

Development Objectives:
To assist in expanding scientific knowledge related to ground-water resources and the use of such knowledge for the guidance of programs of ground-water resources appraisal and development. To assist and guide in the organization and improvement of government institutions concerned with ground-water resources investigations and development through education and training of technical, professional, and management personnel.

Training Plan:
On-the-job training assignments to District Offices, Water Resources Division, which use basic to highly specialized methods in the general field of ground-water hydrology and hydrogeology, with emphasis on office and field techniques and procedures that have been developed by the Ground Water Branch. Quantitative analysis of ground-water systems, methods of borehole geophysical logging and interpretation; use of geohydrologic data in construction of aquifer analog models; use of digital computers in the analysis of geohydrologic problems; surface geophysical methods and procedures as applied to ground-water investigations; geochemical studies of ground-water systems; methods of artificial recharge of ground water; aquifer tests; areal studies of ground-water basins; and sea-water intrusion into coastal aquifers are among the topics that can be covered in training assignments. May also include assignment to other agencies or bureaus engaged in related fields of activity and visits or assignment to private industry.

Candidate Requirements:
Bachelor's degree in Earth Sciences or Engineering or related equivalent in an experience-education combination.

Other Considerations:
Nomination Deadline: Depends on scope of training.

Documentation to AID/W: Specified on an individual basis. (Pertains to AID-sponsored participants.)

Placement: Limited training facilities within USGS may necessitate the assignment of participants on a priority basis.

English Language Requirements: As set by AID. Exceptions considered only when special circumstances prevail, and are approved on a case - by - case basis.

Academic transcript needed. Yes. With grade sheets showing courses taken and grades received; both with English transcripts.

.....

Title & Code: SEDIMENTOLOGY - 120-19

U.S. Geological Survey

Duration: 1 to 3 months

Locale: Water Resources Division
U.S. Geological Survey
Washington, D. C.

Begins: Individually)
Ends: Scheduled)

PIO/P Category and cost per month: Non-academic- $1,250/ month

Development Objectives:
To assist and guide in the organization and improvement of institutions, development, and management through education and training of technical, professional, and scientific or technical management personnel.

To strengthen individual scientific capability to the end that the participant is self-sufficient in approving or reporting on the sediment characteristics of surface-water resources.

Training Plan:
On-the-job training assignments to Sediment Laboratories for detailed study of modern techniques employed in the measurement of the sediment behavior of surface water. Opportunity is available for the participant to become intimately familiar with the physics and instrumentation used to obtain precise and meaningful data. Training is also available for field measurement of sediment loads and distribution of particle sizes, reduction and interpretation of analyses by conventional and computer techniques. The participant will be appropriately assigned in order that he be taught the basics of sediment investigations and research. Whenever possible, training assignments will take into consideration hydrologic factors comparable to existing conditions in the participant's home country. Assignments may include working with other agencies or bureaus engaged in fields of activities related to those of the Geological Survey.

Candidate Requirements:
Bachelor's degree in Engineering or related science or equivalent in an experience-education combination.

Other Considerations:
Nomination Deadline: Depends on scope of training desired.

Documentation to AID/W: Specified on an individual basis. (Pertains to AID-sponsored participants.)

Placement: Limited training facilities within USGS may necessitate the assignment of participants on a priority basis.

English Language Requirements: As set by AID. Exceptions considered only when special circumstances prevail, and are approved on a case - by - case basis.

Academic transcript needed. Yes. With grade sheets showing courses taken and grades received; both with English transcripts.

.....

Title & Code: ADMINISTRATION AND MANAGEMENT OF WATER RESOURCES ORGANIZATION - 120-20

U.S. Geological Survey

Duration: 1 to 2 months

Begins: Individually)
Ends: Scheduled)

Locale: Water Resources Division
U.S. Geological Survey
Washington, D. C.

PIO/P Category and cost per month: Non-academic- $1,250/ month

Development Objectives:
Principal objectives are to acquaint high- and middle-level administrative and supervisory participants with the policies and procedures used for management, planning, and programming national, regional, and provincial water-resources investigations. The training is directed to the improvement of the knowledge and competence of managerial personnel that is essential for the smooth functioning of a national, regional, or provincial water-resources organization.

Training Plan:
Each program is scheduled and designed to the needs and capabilities of the individual participant. Included in the training are guidance in the preparation of long-range plans, short-range objectives, programming, budgeting, and automatic data processing related to quantitative or semi-quantitative appraisals of water resources of specific river basins or aquifer systems by water inventories, areal evaluations, and hydrologic networks, both prior to and concurrent with water-resources development.

As appropriate, participant receives assignment to Branches of the Administrative Division responsible for supply, personnel, budget and accounting, and to the Director's staff for observation and/or practical experience or orientation.

Candidate Requirements:
Participants are usually from the administrative and supervisory personnel of foreign water-resources or hydrological agencies that wish to improve their operational methods and capabilities.

Other Considerations:
Nomination Deadline: Depends on scope of training desired.

Documentation to AID/W: Specified on an individual basis. (Pertains to AID-sponsored participants.)

Placement: Limited training facilities within USGS may necessitate the assignment of participants on a priority basis.

English Language Requirements: As set by AID. Exceptions considered only when special circumstances prevail, and are approved on a case - by - case basis.

Academic transcript needed: Yes. With grade sheets showing courses taken and grades received; both with English transcripts.

.....

Title & Code: QUALITY OF WATER - 125-1

U.S. Geological Survey

Duration: 1 to 3 months

Locale: Water Resources Divisio
U.S. Geological Survey
Washington, D. C.

Begins: Individually)
Ends: Scheduled)

PIO/P Category and cost per month: Non-academic- $1,250/ month

Development Objectives:
To assist and guide in the organization and improvement of institutions, development, and management through education and training of technical, professional, and scientific or technical management personnel.

To strengthen individual scientific capability to the end that the participant is self-sufficient in approving or reporting on the quality of water resources and may pass acquired knowledge or methods and techniques to associates in his organization.

Training Plan:
On-the-job training assignments to Water Quality Laboratories for detailed study of modern techniques employed in the measurement of water properties. Opportunity is available for the participant to become familiar with the chemistry and instrumentation used to obtain precise and meaningful data and reduction and interpretation of analyses by conventional and computer techniques. Training is available for both inorganic and organic analysis.

The participant will be appropriately assigned in order that he be taught the basics of water-quality investigations and research. Whenever possible, training assignments will take into consideration hydrologic factors comparable to existing conditions in the participant's home country. Assignments may include working with other agencies or bureaus engaged in fields of activities related to those of the Geological Survey.

Candidate Requirements:
Bachelor's degree in Chemistry or related science or equivalent in an experience-education combination.

Other Considerations:
Nomination Deadline: Depends on scope of training desired.

Documentation to AID/W: Specified on an individual basis. (Pertains to AID-sponsored participants.)

Placement: Limited training facilities within USGS may necessitate the assignment of participants on a priority basis.

English Language Requirements: As set by AID. Exceptions considered only when special circumstances prevail, and are approved on a case - by - case basis.

Academic transcript needed: Yes. With grade sheets showing courses taken and grades received; both with English transcripts.

.....

TRAINING PROVIDED BY
THE EARTH RESOURCES OBSERVATION SYSTEMS (EROS) PROGRAM

In 1966 the U.S. Department of the Interior established the Earth Resources Observation Systems (EROS) Program. The Program is aimed at developing expertise in the operation and application of remote sensor systems from aircraft and spacecraft for use in inventorying and managing earth resources and for monitoring changes on the earth's surface that are important to mankind and his well-being. The Earth Resources Technology Satellite, launched in 1972 by NASA, is the first of a series of satellites that are expected to provide repetitive, small scale, synoptic images of any part of the earth. The EROS Program is prepared to conduct or assist training in satellite and aircraft remote sensor data applications to studies of water, mineral, and land resources; geographic and cultural surveys; and cartography; as well as training in data reproduction, handling, storage and retrieval, automation and interpretive analysis. Specialized training is provided within the operating divisions (Water Resources, Geologic, and Topographic Divisions) of the U.S. Geological Survey, through the EROS Program. Training in other specialized applications (e.g., forestry, grassland management, irrigation problems) can be obtained in other agencies and in U.S. universities which are also involved in the EROS Program. In addition, a special training facility has been established at the EROS Data Center, Sioux Falls, South Dakota, where a resident Training Officer is available for advice and training courses are conducted periodically. EROS Program personnel will also gladly advise interested countries of remote sensing courses that are offered by universities and other organizations.

Title & Code: REMOTE SENSING - 190-1

U.S. Geological Survey

Duration: 2 weeks to 10 months

Begins: September, February

Ends: 2 weeks to 10 months

Locale: Geologic Division
Water Resources Division
Topographic Division
U.S. Geological Survey
Washington, D. C.

PIO/P Category and cost per month: Non-academic- $1,250/ month

Development Objectives:
To enable graduate level geologists, geographers, hydrologists and cartographers with an interest in the application of remote sensing techniques from aircraft and spacecraft to gain practical training and experience in the fundamentals of remote sensing, planning and conducting research experiments, analysis and application of remote sensor data to resource problems.

Training Plan:
The typical plan for training may include:

1) Visits to federal agencies, universities, and private companies where remote sensing is taught, developed or conducted.

2) Participation in one of several short courses in remote sensing that are offered by the EROS Program or by the universities.

3) Assignment of graduate-level participants to active field teams engaged in remote research or investigations aimed at instrumentation development data gathering, study, evaluation, report preparation, data application, and other activities attendant to the practical development and application of remote sensor data to natural resource problems. Studies include an understanding of the electromagnetic radiation spectrum and introduction to state-of-the-art cameras, films, filters, line-scanners, radiometers, spectrometers and microwave instrumentation. Airborne and spaceborne modes of data gathering will be studied, compared and defined in terms of resource problems applied to the participant's home country. Each participant should prepare a paper at the outset dealing with the planned use of such added training at home; at the close of training and experience, the participant will prepare a paper on some phase of the work which he thinks will be most useful to his sponsoring institution upon his return home.

Candidate Requirements:
Bachelor's degree in Geology, Geophysics -- desirable.

Other Considerations:
Nomination Deadline: Depends on scope of training desired.

Documentation to AID/W: Specified on an individual basis. (Pertains to AID-sponsored participants.)

Placement: Limited training facilities within USGS may necessitate the assignment of participants on a priority basis.

English Language Requirement: As set by AID. Exceptions considered only when special circumstances prevail, and are approved on a case - by - case basis.

Academic Transcript Needed: Yes. With grade sheets showing courses taken and grades received; both with English transcripts.

.....

TRAINING PROVIDED BY THE COMPUTER CENTER DIVISION

The Computer Center Division provides computation, data processing, and systems analysis and design services tc all elements of the Geological Survey. The USGS maintains large-scale computers in Washington, D. C., and Reston, Virginia, which serve as central facilities in a nation-wide teleprocessing network. Currently the system has 64 terminals ranging from medium-scale IBM computers to typewriter-like terminals such as teletype. In addition, small- and medium-scale computer facilities are maintained at regional centers such as Denver, Colorado, and mission-oriented centers such as the EROS Data Center, at Sioux Falls, South Dakota.

The training programs of the Computer Center Division provide the means for a broad understanding of the principles and methods of data processing as it relates to hardware, software, and management techniques. Most participants are expected to have had some prior education, training, and experiences in data processing as related to the geosciences. Training will be provided in association with various managers and technical personnel of the Computer Center Division in such areas as: computer center management, feasibility studies, equipment analysis, selection and acquisition, system analysis, systems programming, and computer programming. This training may be supplemented by short assignments to other Federal agencies, universities, and commercial training organizations which sponsor formal courses in specialized subjects.

Title & Code: SYSTEMS ANALYST AND APPLICATIONS PROGRAMMER - 190-2

U.S. Geological Survey

Duration: 3 to 12 months

Locale: Computer Division
U.S. Geological Survey
Washington, D.C.

Begins: Open

Ends: Open

PIO/P Category and cost per month: Non-academic- $1,250/ month

Development Objectives:
To provide the participant with both formal and informal training in: analyzing scientific problems in the earth sciences that are amenable to solution by a digital electronic computer; developing the required coding to solve the problem; debugging the resultant computer program; and, documenting the program so that it will be meaningful to potential users.

Training Plan:
Programs are arranged to meet the needs of individual participants based upon their experiences. Programs will ordinarily consist of both classroom and on-the-job training with the rate of progress tailored to the individual's own capabilities. The Computer Center Division will advise and assist participants in enrolling in programming, system analysis, or other special training in either a university or a commercial training center. Upon completion of academic work the trainee will be assigned to on-the-job training with an active unit of the Computer Center Division where he will work under the guidance of a senior mathematician or computer scientist.

Candidate Requirements:
Bachelor's degree in an earth science, mathematics, or computer science.

Other Considerations:
Nomination Deadline: Depends on scope of training desired.

Documentation to AID/W: Specified on an individual basis: (Pertains to AID-sponsored participants.)

Placement: Limited training facilities within USGS may necessitate the assignment of participants on a priority basis.

English Language Requirement: As set by AID. Exceptions considered only when special circumstances prevail, and are approved on a case-by-case basis.

Academic Transcript Needed: Yes. With grade sheets showing courses taken and grades received; both with English transcripts.

Title & Code: COMPUTER CENTER MANAGEMENT - 190-3

U.S. Geological Survey

Duration: 1-3 months

Begins: Open

Ends: Open

Locale: Computer Center Division
U.S. Geological Survey
Washington, D.C.

PIO/P Category and cost per month: Non-academic- $1,250/ month

Development Objectives:
To aid in the development of middle to top level administrative-management with the policies, methods, and procedures used for the development and control of a computer center in an earth science environment. To provide a broader understanding of the principles and methods of data processing, as it relates to hardware, software and management techniques. To observe administrative-management procedures in U.S. universities, other Federal and State agencies, and private industry for possible applications in similar organizations in their home country.

Training Plan:
The program is individually scheduled and designed to satisfy the needs and capabilities of the individual participant. Included in the training is guidance in the preparation of budgets, feasibility studies, development of requests for proposals, computer and related equipment selection and acquisition, personnel and administrative support, and management of applications computer programming and computer operations.

As appropriate, participant receives assignments to various branches of the Division: Branch of Computer Processing, Branch of Computer Programming, Branch of Computer Information, Office of Systems Research, or Field Branches in either Denver, Colorado, or Menlo Park, California. Specialized training will be arranged with other Federal and State agencies, U.S. universities, and private industry where programs exist with special emphasis on the needs of the individual participant.

Candidate Requirements:
Bachelor's degree with some administrative-management experience and a pending assignment in a foreign geoscience institution.
English Language Requirement: ALIGU 70/70.
Other Considerations:
Nomination Deadline: Depends on scope of training desired.
Academic Transcript Required.
Documentation to AID/W: Specified on an individual basis. (Pertains to AID-sponsored participants.)

Placement: Limited training facilities within USGS may necessitate the assignment of participants on a priority basis.

TRAINING ARRANGED AND SUPERVISED BY THE GEOLOGIC DIVISION

The Geologic Division will arrange and supervise coordinated programs of training in the techniques and concepts of earth science investigations and research, and in operational procedures required for geological survey and resources agencies. Training programs will be arranged and supervised also at universities and other institutions, subject to available existing university curricula and opportunities to establish special programs for participants. Such programs may involve either specialized short-term studies, or broader long-term studies directed to completing requirements for the Bachelor's or an advanced degree. Qualified candidates may be given in-service training by the Geologic Division, within available on-going programs of the Geological Survey.

In arranging these programs, the Division will give priority to those participants coming from counterpart organizations with which the USGS has active technical-assistance projects or cooperative scientific and resources investigations. Such cooperative projects provide a better opportunity for matching the participant training to the particular needs of the host country institution. The overall objective of these Division training activities is to strengthen counterpart agencies, to increase the supply of geological and supporting personnel for the developing countries, and to stimulate the use of geological, geophysical, and geochemical techniques that will lead to more effective discovery and exploration of natural resources.

Title & Code: GEOLOGIC EDUCATION ADVANCEMENT-190-4

U.S. Geological Survey

Duration:
(a) 1. Three years
(Based upon 2 years prior college studies.)

2. Five years
(Participant has Tech High School Diploma or equivalent.)

(b) 1. Two years or more. Two years is considered the minimum time for those participants who have better than average prior academic background; average, or less than average, prior background necessitates additional time in the United States.

Locale: Geologic Division
U.S. Geological Survey
Washington, D.C.

Begins: Open

Ends: Open

PIO/P Category and cost per month: Non-academic- $1,250/ month

Development Objectives:
This activity is intended to strengthen the general competence of geological personnel at two levels of experience as follows: (A) To prepare a participant for a professional position in geology and related sciences or take advanced studies through the attainment of a Bachelor's degree or equivalent;
(B) To up-grade professional personnel through attainment of an advance degree or equivalent in geology or related science. It is intended to help establish standards for general professional employment at Bachelor's level or above and specialized employment at a higher degree-level or equivalent, and to encourage the development of selected, highly trained personnel to assume positions of scientific leadership in their home country. Those sponsoring this training are encouraged to specify that an appropriate degree be obtained assuming the progress of study is satisfactory, as this encourages the participant and fixes a precise goal for the training.

Training Plan:
Separate programs are arranged for each participant at the two levels of training.
(A) U.S. Geological Survey (USGS) advises and assists as requested in enrolling student in a small academic institution as a "special student, not a degree candidate" for the first term (semester, quarter, or other division of year depending upon institution chosen) to be converted to "degree candidate" after demonstration on campus of the participant's ability to compete successfully in U.S. academic environment.

(B) Participant may be assigned to field or laboratory projects of the U.S. Geological Survey for practical experience, or for direction and supervision of research project to be used for advanced degree requirements, dependent upon availability of facilities and capacity within the USGS at particular time training is desired.

(C) Participant may be assigned to one of the training programs outlined on following pages.

Candidate Requirements:
Separate qualifications specified for lower level (A) and higher level (B) training as follows:

(A) 1. Two years college level studies or
2. Technical High School
(B) Equivalent of U.S. university Bachelor's degree.

Other Considerations:
Nomination Deadline: June

Documentation to AID/W: June. (Pertains to AID-sponsored participants.)

Placement: Limited training facilities within USGS may necessitate the assignment of participants on a priority basis.

English Language Requirement: As set by AID. Exceptions considered only when special circumstances prevail, and are approved on a case-by-case basis.

Academic Transcript Needed: Yes. With grade sheets showing courses taken and grades received; both with English transcripts.

.....

Title & Code: FIELD GEOLOGY AND GEOLOGIC MAPPING - 190-5

U.S. Geological Survey

Duration: 3 to 6 months

Locale: Geologic Division
U.S. Geological Survey
Washington, D.C.

Begins: February

Ends: December

PIO/P Category and cost per month: Non-academic- $1,250/ month

Development Objectives:
To provide graduate-level intern-type training and experience for participants working with teams of more experienced and mature geologists in geological mapping and mineral resource investigation in order to help bridge the gap between academic work and the field application of geologic principles, methods, and procedures, emphasis is given to the interpretation of geologic structure and stratigraphy, the identification of rock types, and their representation on maps. To enable young geologists to develop more rapidly toward independent investigation and research---especially where there are few experienced geologists in the home country from whom they can receive such training-experience. To acquaint the young geologist fully with the use of materials and various mapping techniques.

Training Plan:
The plan of training typically will be as follows:
Assignment to a geologic field program or project of the U.S. Geological Survey subject to capacity existing within the USGS at the time training is desired. Details of work and training to be established by program director and (or) project chief. At headquarters of project chief or designated project personnel, participant will assist in field or office compilation of geologic map and related duties.

Candidate Requirements:
Bachelor's degree in geology, including a course in geologic field methods.

Other Considerations:
Nomination Deadline: Depends on scope of training desired.

Documentation to AID/W: Specified on an individual basis. (Pertains to AID-sponsored participants.)

Placement: Limited training facilities within USGS may necessitate the assignment of participants on a priority basis.

English Language Requirements: As set by AID. Exceptions considered only when special circumstances prevail, and are approved on a case-by-case basis.

Academic Transcript Needed: Yes. With grade sheets showing courses taken and grades received; both with English transcripts.

.....

Title & Code: ENGINEERING AND/OR ENVIRONMENTAL GEOLOGY - 190-6

U.S. Geological Survey

Duration: 3 to 10 months

Locale: Geologic Division
U.S. Geological Survey
Washington, D. C.

Begins: February - March

Ends: December - January

PIO/P Category and cost per month: Non-academic- $1,250/ month

Development Objectives:
To orient trained geologists toward the problems, techniques, and measurement parameters of engineering or environmental geology; to render the participant better able to identify, recommend, and carry out practical solutions to a wide range of common engineering or environmental problems utilizing geologic principles; to generally broaden the participant's experience through direct contact with a wide number and variety of Federal, State, and industrial professional people and institutions associated with engineering and environmental geology.

Training Plan:
The typical training plan will be as follows:

Assignment to active projects involving the study of earthquake phenomena, dam sites, road-building and construction problems or environmental problems, together with geophysical, soil mechanics and other types of investigations required for supporting data. Preferably the intern training should be guided by an already completed analysis of engineering or environmental geology problems in the home country in order that the on-the-job experience might be directly translated into tangible benefits to the cooperating country. Countries lacking such an overall analysis should send a participant who is well enough informed on engineering or environmental problems to be able to make some part of the needed analysis. In either case, the participant should complete a report -- principally for home use -- covering ideas, procedures, methods, and techniques relevant to application of geology to engineering or environmental problems at home. Assignments are subject to capacity existing within the USGS at the time training is requested.

Other Considerations:
Nomination Deadline: September - October.

Documentation to AID/W: October.

Placement: Limited training facilities within USGS may necessitate the assignment of participants on a priority basis.

English Language Requirements: As set by AID. Exceptions considered only when special circumstances prevail, and are approved on a case - by - case basis.

Academic transcript needed. Yes. With grade sheets showing courses taken and grades received; both with English transcripts.

.....

Title & Code: GEOPHYSICS - 190-7

U.S. Geological Survey

Duration: 3 to 10 months

Begins: February - June

Ends: 3 to 10 months

Locale: Geologic Division
U.S. Geological Survey
Washington, D. C.

PIO/P Category and cost per month: Non-academic- $1,250/ month

Development Objectives:
To enable graduate-level geologists, with an interest in economic geology and minerals exploration, to gain practical training and experience in exploration geophysics, to provide opportunities for the participant actually to take part in the solution of mineral-exploration geophysical problems in the field and in the laboratory, with emphasis on maintenance and calibration of instruments, operation of instruments, interpretation of instrument data and application of such data. To make possible student participation in the preparation of technical reports and maps reflecting the results of geophysical work for the benefit of economic geologists or mining engineers during the mineral development phase of a region or mining district.

Training Plan:
The typical plan for training will be as follows:

Assignment of graduate-level participants to active field teams engaged in geophysical research or investigations aimed at instrumentation development, data gathering study, evaluation, report preparation, and application of geophysical data to economic or scientific problems. Possible fields include: gravity surveys, aeromagnetic surveys, electromagnetic surveys, airborne radio activity studies, paleomagnetics, depending upon regular USGS programs under way may be available in volcano or earthquake seismic data-gathering techniques with emphasis

on the interpretation of geologic structure and forces. Each participant should prepare a paper at the outset dealing with the planned use of such added training at home; at the close of the in-service training and experience, the participant will prepare a paper on some phase of the work which he feels will be most useful to his sponsoring home institution. Assignments are subject to capacity within the USGS at the time training is requested.

Candidate Requirements:
Bachelor's degree in Geology or Geophysics and prior geologic field experience; some training or experience in some phase of geophysics and strong mathematics background.

Other Considerations:
Nomination Deadline: Depends on scope of training desired.

Documentation to AID/W: Specified on an individual basis. (Pertains to AID-sponsored participants.)

Placement: Limited training facilities within USGS may necessitate the assignment of participants on a priority basis.

English Language Requirements: As set by AID. Exceptions considered only when special circumstances prevail, and are approved on a case - by - case basis.

Academic transcript needed. Yes. With grade sheets showing courses taken and grades received; both with English transcripts.

.....

Title & Code: ENERGY RESOURCE INVESTIGATIONS - 190-8

U.S. Geological Survey

Duration: 1 to 6 months (Individually scheduled, but where field experience is desirable the schedule should include time during the normal field season of June through September.)

Locale: Geologic Division U.S. Geological Survey Washington, D. C.

Begins: Open

Ends: Open

PIO/P Category and cost per month: Non-academic- $1,250/ month

Development Objectives:
To prepare participant to take part in the search, evaluation, and management of the energy resource base. Emphasis is placed on acquiring knowledge of the geology of organic, nuclear, and thermal energy raw materials.

Training Plan:
Program planned to fit needs of participant within the limits of available USGS programs and subject to capacity within the USGS at the time training is requested. Work is in the general areas of geologic mapping, stratigraphy regional geophysics, subsurface techniques, geochemistry of organic, ground water, or thermal systems, isotope geology, regional synthesis, resources inventory and prediction, and environmental effects of exploitation.

Candidate Requirements:
Geology or related field. Exceptions considered only when special circumstances prevail, and are approved on an individual basis.

Other Considerations:
Nomination Deadline: Depends on scope of training desired.

Documentation to AID/W: Specified on an individual basis. (Pertains to AID-sponsored participants.)

Placement: Limited training facilities within USGS may necessitate the assignment of participants on a priority basis.

English Language Requirements: As set forth by AID. Exceptions considered only when special circumstances prevail, and are approved on an individual basis.

Academic transcript needed. Yes. With grade sheets showing courses taken and grades received; both with English transcripts.

.....

Title & Code: MINERAL DEPOSIT INVESTIGATIONS: Exploration Techniques and Evaluation Studies - 190-9

U.S. Geological Survey

Duration: 3 to 10 months

Begins: February to April

Ends: November to January

Locale: Geologic Division (possibly supplemented by Conservation Division) U.S. Geological Survey Washington, D. C.

PIO/P Category and cost per month: Non-academic- $1,250/ month

Development Objectives:
Objectives are defined for geologists, geochemists, or geophysicists who wish to use classic field methods, as well as geochemical and geophysical exploration techniques to identify mineral deposits and to evaluate their mineral resource potential.

(A) To prepare a graduate geologist in the study of mineral deposits; emphasizing practical on-the-job application of field mapping techniques and integration of detailed field studies with broader regional studies and laboratory studies. Emphasizes integration of the broad disciplines of geology, geophysics, and geochemistry to solve problems in mineral deposits research.

(B) To prepare a graduate geologist to evaluate mineral resources on a local, a regional; and a national basis emphasizing distinction among various categories of resources; emphasizing need to understand geologic controls of mineral resources and to apply geologic principles in order to properly evaluate mineral resources.

Training Plan:
Plans are given for (A) and (B) chemist or geophysicist or exploration research geologist training in mineral investigations and (C) geologist engaged in the study of mineralized areas. Implementation of following training plans will depend upon availability of regular USGS programs and capacity within the USGS at time training is desired.

(A) Observation and practical work in geologic field mapping at various scales; guidance in laboratory techniques applicable to solving geologic problems of mineral deposits; introduction to geophysical and geochemical research important to mineral deposits investigations.

Practical laboratory and field work to provide a comprehensive synthesis of the theory and application of geochemistry in problems of mineral investigations. The training plan is flexible depending upon needs, availability of time, and experience of the individual involved, but may include one or more of the following: activities designed to provide a basic knowledge of geochemical processes, particularly those that bear on the migration and concentration of elements in the secondary environment; attainment by field work of basic knowledge of sampling techniques, designed to detect and outline primary and secondary halos in rock, soils, water, stream sediments, and vegetation; practical experience in the use of statistical techniques for the interpretation of mathematical patterns obtained from geochemical surveys; practical use of the various analytical techniques used in geochemical exploration (atomic absorption, colorimetric, chromatography, semiquanitive emission spectrography).

(B) Instruction and practical experience in geophysical applications and analytical chemical procedures for geochemical exploration; determination of minor amounts of trace elements in geological materials; preparation, purification, and proper storage of necessary reagents. Instruction and practical experience in the use of emission spectrography, atomic absorption, spectrophotometry, and mercury analysis.

Use of geophysics in mineral investigations and mineral evaluation is too complex and specialized for short-term training to provide comprehensive coverage. Therefore, careful appraisal of the geologic framework of the home country and a realistic consideration of training time available to the graduate level participant will determine the most practicable training for each individual.

Emphasis will be placed on coordinating geophysical techniques with geological and geochemical information in mineral investigations and appraisals. Instruction, computer use, laboratory, and field experience may be available in aeromagnetic and ground magnetic gravity, airborne and ground electromagnetic, seismic, gamma-ray spectrometry, induced polarization, electrical resistivity, magnetotelluric current, mercury vapor detection, and borehole-logging methods.

The participant may participate directly in one or more geophysical projects to learn as many methods as possible. Geophysical techniques will be related to the type of work the participant will be doing later in his own country. He will be encouraged to prepare a paper summarizing results from his training program.

(C) Instruction and practical experience in estimating mineral resources at various scales and in various categories. Instruction and practical experience in applying geologic and geophysical principles to evaluation of mineral resources.

Candidate Requirements:
Bachelor's degree in Geology or Chemistry; prior geologic field and laboratory experience.

Other Considerations: Same as those for 190-8.

Title & Code: MARINE GEOLOGY - 190-10

U.S. Geological Survey

Duration: 3 months

Locale: Geologic Division
U.S. Geological Survey
Washington, D. C.

Begins: May - June

Ends: September - October

PIO/P Category and cost per month: Non-academic- $1,250/ month

Development Objectives:
To orient scientists and government officials who have or will have official responsibilities in marine research and/or management in programs for the orderly development of marine mineral resources on the continental margins. Emphasis to be placed on establishing best uses of the seabed.

Training Plan:
Program may include:

(A) Use of marine geological and geophysical tools and methods;

(B) Planning and coordination of systematic geologic investigations of continental margins and deep oceans.

The typical training may include assignment to a marine geology-geophysical team studying the continental margins. The intern training would include participation in collecting and analyzing data aboard a research vessel during a cruise for one of the USGS ongoing programs. Training also includes participation in follow-up studies in USGS laboratories with samples collected during the cruise. After completion, the participant should have a better understanding of program needs and facilities for a marine geology capability.

Assignments are subject to the availability of suitable training programs and capacity existing within the USGS at the time training is requested.

Candidate Requirements:
Bachelor's degree in Geology; prior geologic field experience; some training or experience in some phase of geophysics; a strong interest in marine research.

Other Considerations:
Nomination Deadline: January

Documentation to AID/W: February

Placement: Limited training facilities within USGS may necessitate the assignment of participants on a priority basis.

English Language Requirements: As set by AID. Exceptions considered only when special circumstances prevail, and are approved on a case - by - case basis.

Academic transcript needed. Yes. With grade sheets showing courses taken and grades received; both with English transcripts.

.....

Title & Code: GEOLOGICAL LIBRARY TECHNIQUES AND PROCEDURES - 190-11

U.S. Geological Survey

Duration: 12 weeks

Locale: Geologic Division
U.S. Geological Survey
Washington, D. C.

Begins: Individually)
)
Ends: Scheduled)

Estimated PIO/P Cost: (excluding international travel)
Assessed on an individual basis. 1/

Development Objectives:
The program is intended to increase the participant's awareness of the techniques and procedures used in administering a geological library. It is anticipated that the participant will return to his country better equipped to recommend procedural changes in library operations to his agency administrators and capable of providing meaningful instruction in the practical and theoretical aspects of geoscience library work to the members of his staff.

Training Plan:
Each training program is designed to meet the needs and capabilities of the participant. In general, training will cover such subjects as library administration, acquisitions, exchange programs, serial publications, cataloging and classification, binding, collection building reference, circulation, maps, and personnel. Trips to appropriate area libraries will be arranged insofar as possible. Assignments are subject to capacity existing within the USGS at the time training is requested.

Candidate Requirements:
Should be actively employed in a professional or supervisory capacity in the library of his country's Geological Survey or its counterpart agency. Evidence of satisfactory completion of academic course work in librarianship is required.

Other Considerations: Same as those for 190-8.

Title & Code: MINERALOGY - 190-30

U. S. Geological Survey

Duration: As needed

Locale: Geologic Division
U.S. Geological Survey
Washington, D. C.

Begins: Individually

Ends: Scheduled

PIO/P Category and cost per month: Non-academic- $1,250/ month

Development Objectives:
The training is intended to enable the participant to use modern techniques in applied mineralogy to solve geologic and geochemical problems. Emphasis is on properties of minerals and mineral assemblages, not on laboratory techniques. Part of the training will be in the correlation of field and laboratory studies in order to define geochemical processes.

Training Plan:
The participant will work with material which he has collected either as part of a USGS project or during his current professional activities. Special emphasis is on x-ray diffractometry and optical work and interpretation of the results. Election microprobe analysis and synthesis of material under controlled atmosphere at moderate pressures and temperatures can be a subsidiary part of the training.

Candidate Requirements:
In addition to a Bachelor's degree in geology or geochemistry, experience in x-ray diffractomertry and optical mineralogy is required.

Other Considerations:
Nomination Deadline: Depends on scope of training desired.

Documentation to AID/W: Specified on individual basis; NLT 3 months prior to desired starting date.

Academic transcript needed: Yes, in English and showing courses taken and grades received.

.....

Title & Code: BIOSTRATIGRAPHY - 190-31

U. S. Geological Survey

Duration: As needed

Begins: Individually

Ends: Scheduled

Locale: Geologic Division
U.S. Geological Survey
Washington, D. C.

PIO/P Category and cost per month: Non-academic- $1,250/ month

Development Objectives:
This program is designed to provide paleontologists and stratigraphers with the staff and laboratory resources necessary to study advanced methods of biostratigraphic analysis pertinent to the support of field activities. Emphasis will be on problem solving in biostratigraphy, paleoecology, and biogeography through use of conventional field methods as well as newer techniques utilizing electronic data processing analysis.

Training Plan:
Most programs will be carried on in the Washington laboratories where the greatest concentration of fossil collections and personnel is available. Specialized training, however, may best be developed in such facilities as the Denver palynological laboratory.

Candidate Requirements:
An advanced degree in geology, with emphasis on paleontology, biostratigraphy, and paleoecology is required.

Other Considerations:
Nomination Deadline: Depends on scope of training desired.

Documentation to AID/W: Specified on individual basis; NLT 3 months prior to desired starting date.

Academic transcript needed: Yes, in English and showing courses taken and grades received.

.....

Title & Code: CHEMICAL ANALYSIS - 190-32

U. S. Geological Survey

Duration: As needed

Begins: Individually

Ends: Scheduled

Locale: Geologic Division
U.S. Geological Survey
Washington, D. C.

PIO/P Category and cost per month: Non-academic- $1,250/ month

Development Objectives:
This training is designed to enable the participant to conduct rock and mineral analysis and to cope with laboratory management problems. When appropriate, the participants will be trained in those analytical procedures most readily adapted to laboratories with limited personnel and facilities. Both classical and modern analytical techniques are presented so that the trainee will be aware of diverse approaches to the solution of specialized problems.

Training Plan:
Training may cover rock analysis (macro and semi-micro); trace element analysis, atomic absorption, emission, and x-ray fluorescence spectroscopy; infrared and organic analysis; neutron activation and radiochemical analysis; and various associated activities as thin and polished sectioning, sample grinding techniques, standard sample preparation, and laboratory management problems.

Candidate Requirements:
Program may be tailored to participant experience. Strong background in chemistry required for more advanced levels of training.

Other Considerations:
Nomination Deadline: Depends on scope of training desired.

Documentation to AID/W: Specified on individual basis; NLT 3 months prior to desired starting date.

Academic transcript needed: Yes, in English and showing courses taken and grades received.

.....

Title & Code: REGIONAL GEOCHEMISTRY - 190-33

U. S. Geological Survey

Duration: As needed

Begins: Individually

Ends: Scheduled

Locale: Geologic Division
U.S. Geological Survey
Washington, D. C.

PIO/P Category and cost per month: Non-academic- $1,250/ month

Development Objectives:
This training is designed to acquaint the participant with new methods of collecting and analyzing regional geochemical data.

Training Plan:
Training includes: (A) Discussions of research methods and/or, (B) Experience in computer analysis of geochemical data and/or, (C) Participation in one of several field studies. The field studies concern description of trace-element distributions (in conjunction with disease or pollution patterns) and are supported by thorough laboratory analysis, including emission spectrography, neutron activation, atomic absorption, x-ray fluorescence, petrographic, thermogravimetric, and mechanical analyses.

Candidate Requirements:
In addition to the Bachelor's degree in geology or chemistry, an advanced degree or experience in geochemistry is required.

Other Considerations:
Nomination Deadline: Depends on scope of training desired.

Documentation to AID/W: Specified on individual basis; NLT 3 months prior to desired starting date.

Academic transcript needed: Yes, in English and showing courses taken and grades received.

.....

Title & Code: COASTAL PLAINS STUDIES - 190-34

U. S. Geological Survey

Duration: As needed

Begins: As needed

Ends:

Locale: Geologic Division
U. S. Geological Survey
Washington, D. C.

PIO/P Category and cost per month: Non-academic- $1,250/ month

Development Objectives:
This training is designed to provide practical experience with the processes of sedimentation in the coastal plain environment. Topics of particular interest include sedimentary petrography, stratigraphy, paleo-environments and deposition processes, sea-level changes, Pleistocene and Holocene non-glaciated regimes.

Training Plan:

The participant will be assigned to a field program and will have an opportunity to investigate in detail some aspect of the work that would contribute to the project. Goals and general conduct of the work will be established in consultation with the project chief.

Candidate Requirements:
In addition to the Bachelor's degree in geology, an advanced degree in geology or experience in field geology is required.

Other Considerations:
Nomination Deadline: Depends on scope of training desired; NLT 3 months prior to desired starting date.

English Language Requirements: As set by AID. Exceptions considered when special circumstances prevail, and are approved on a case by case basis.

Academic transcript needed: Yes, with grade sheets showing courses taken and grades received; both with English transcripts.

.....

TRAINING PROVIDED BY THE TOPOGRAPHIC DIVISION

The Topographic Division will provide training for supervisory participants in management, planning, and production techniques necessary in the operation of a mapping organization on a national or regional basis, and also, in-service training at our own facilities for engineers, technicians, and cartographers on an individual basis tailored to the participant's respective needs and capabilities in Administration, Management, Programming, and Planning for Topographic Surveys; Geodesy and Topographic Mapping Surveys; Aerial Photography and Photo-Interpretation for Topographic Mapping; Photogrammetry; Cartography for Topographic Mapping. Training can be coordinated and supplemented by assignments to other agencies engaged in specialized programs involving mapping. The USGS Topographic Division will advise and assist in arranging for appropriate college training leading to a degree in the technical disciplines concerned with mapping and charting. Some of these would be Geodesy, Photogrammetry, Cartography, and Geography.

The objectives of the training programs are to produce cadres of skilled management and production workers for topographic mapping programs in the developing countries. Participants generally have had some prior experience in the chosen field of endeavor, generally, but not always, come from mapping agencies whose wish is to increase the proficiency and capability of their staff and production personnel. The Topographic Division does not have the facilities for group training as such.

Title & Code: ADMINISTRATION, MANAGEMENT, PROGRAMMING AND PLANNING FOR TOPOGRAPHIC SURVEYS - 190-12

U.S. Geological Survey

Duration: 3 to 6 months

Locale: Topographic Division
U.S. Geological Survey
Washington, D. C.

Begins: Individually)
Ends: Scheduled)

PIO/P Category and cost per month: Non-academic- $1,250/ month

Development Objectives:
The principal objectives are to acquaint high-level administrative participants with the policies, methods, and procedures used for the development and control of a national mapping program. It is hoped that this training will improve the level of understanding and competence of organizational and managerial personnel which is essential for the smooth operation and administration of a national or regional mapping agency.

Training Plan:
The program is individually scheduled and geared to the individual needs and capabilities of the participant. Included in the training is guidance in the preparation of long-range plans, short-range objectives, programming, budgeting, production analysis, aerial photography procurement, international activities, reconnaissance mapping, automatic data processing systems, dissemination of information, and distribution of end products.

Candidate Requirements:
Personnel of a foreign mapping agency with some previous experience in administration, management, programming, or planning mapping surveys.

Other Considerations:
Nomination Deadline: Depends on scope of training desired.

Documentation to AID/W: Specified on an individual basis. (Pertains to AID-sponsored participants.)

Placement: Limited training facilities within USGS may necessitate the assignment of participants on a priority basis.

English Language Requirements: As set by AID. Exceptions considered only when special circumstances prevail, and are approved on a case - by - case basis.

Academic transcript needed. Yes. With grade sheets showing courses taken and grades received; both with English transcripts.

.....

Title & Code: GEODESY FOR TOPOGRAPHIC MAPPING SURVEYS - 190-13

U.S. Geological Survey

Duration: 3 months minimum
12 months maximum

Locale: Topographic Division
U.S. Geological Survey
Washington, D. C.

Begins: Individually)
)
Ends: Scheduled)

PIO/P Category and cost per month: Non-academic- $1,250/ month

Development Objectives:
Participants will be assigned to a branch or branches that are relevant to the training and to the position which they expect to fill upon return to their homeland. The program should increase the participant's knowledge and understanding of his own chosen field and enable him to pass his newly acquired knowledge on to those who will work with him. One important objective of this training program is to build up a cadre of skilled production workers in the topographic mapping field and thereby strengthen the capabilities of the mapping agencies in the home country.

Training Plan:
Training at any desired individual level in theory, computation and field operations in mapping surveys is available. Actual production instruments and techniques will be used on mapping projects on local in-the-field and office. Duration of the training and technical aspects can be geared to the individual. Progress will depend on the participant's capabilities, application, and adaptability.

Candidate Requirements:
Must have some previous knowledge of subject material and field experience with engineering firm engaged in mapping work or with local mapping agency. Participants should have at least a technical high school education supplemented with college courses or experience.

Other Considerations:
Nomination Deadline: Depends on scope of training desired.

Documentation to AID/W: Specified on an individual basis. (Pertains to AID-sponsored participants.)

Placement: Limited training facilities within USGS may necessitate the assignment of participants on a priority basis.

English Language Requirements: As set by AID. Exceptions considered only when special circumstances prevail, and are approved on a case - by - case basis.

Academic transcript needed. Yes. With grade sheets showing courses taken and grades received; both with English transcripts.

.....

Title & Code: AERIAL PHOTOGRAPHY AND PHOTO-INTERPRETATION FOR TOPOGRAPHIC MAPPING - 190-14

U.S. Geological Survey

Duration: 2 months minimum
6 months maximum

Locale: Topographic Division
U.S. Geological Survey
Washington, D. C.

Begins: Individually)
)
Ends: Scheduled)

PIO/P Category and cost per month: Non-academic- $1,250/ month

Development Objectives:
The program should increase the participant's knowledge and understanding of aerial photography and photo-interpretation to such an extent that he should be able to return to his country and pass his newly acquired knowledge on to those working with him. This will strengthen the nucleus of personnel within an organization such that they will have some potential for mapping their own countries.

Training Plan:
Training at any desired individual level is available. This is on-the-job training with experienced personnel using modern techniques and methods.

Duration of the training and technical aspects can be geared to the capabilities of the individual.

Aerial photography is the basic source of map data for the science of photogrammetry and map making. Studies are provided in regard to: equipment and factors affecting its use; testing and calibration of aerial cameras; types of aerial photography (black and white, color, infrared, special); planning and execution of the photographic mission; inspection, evaluation, and acceptance of photography. The Topographic Division provides training in photographic interpretation in relationship to the national mapping program. This phase of training can be coordinated and supplemented by assignments to other agencies which also use interpretation for specialized purposes.

Candidate Requirements:
Must have some previous knowledge of the use of aerial photographs in relation to mapping, engineering works, and surveys. This knowledge should be supplemented by experience with companies engaged in related endeavors.

Other Considerations:
Nomination Deadline: Depends on scope of training desired.

Documentation to AID/W: Specified on an individual basis. (Pertains to AID-sponsored participants.)

Placement: Limited training facilities within USGS may necessitate the assignment of participants on a priority basis.

English Language Requirements: As set by AID. Exceptions considered only when special circumstances prevail, and are approved on a case - by - case basis.

Academic transcript needed. Yes. With grade sheets showing courses taken and grades received; both with English transcripts.

.....

Title & Code: PHOTOGRAMMETRY - 190-15

U.S. Geological Survey

Duration: 3 months minimum
12 months maximum

Locale: Topographic Division
U.S. Geological Survey
Washington, D. C.

Begins: Individually)
Ends: Scheduled)

PIO/P Category and cost per month: Non-academic- $1,250/ month

Development Objectives:
Objectives of this course are to increase the participant's understanding of compilation instruments and methods and add to his experience so that he might contribute more fully to the organization and production capabilities of his own agency in the home country.

Training Plan:
This is on-the-job training in actual production with the rate of progress geared to the individual's own capabilities. The participant would be assigned to work directly with comparable experienced technicians under the guidance of supervisors. They would eventually be working on production material used in the U.S. Geological Survey's testing and development facilities and see instruments actually progress from invention to production.

Candidate Requirements:
Participants must have had some previous training and experience in photogrammetric mapping procedures and methods. A technical high school education is desirable.

Other Considerations:
Nomination Deadline: Depends on scope of training desired.

Documentation to AID/W: Specified on an individual basis. (Pertains to AID-sponsored participants.)

Placement: Limited training facilities within USGS may necessitate the assignment of participants on a priority basis.

English Language Requirements: As set by AID. Exceptions considered only when special circumstances prevail, and are approved on a case - by - case basis.

Academic transcript needed. Yes. With grade sheets showing courses taken and grades received; both with English transcripts.

Title & Code: CARTOGRAPHY FOR TOPOGRAPHIC MAPPING - 190-16

U.S. Geological Survey

Duration: 3 months minimum
9 months maximum

Locale: Topographic Division
U.S. Geological Survey
Washington, D. C.

Begins: Individually)
)
Ends: Scheduled)

PIO/P Category and cost per month: Non-academic- $1,250/ month

Development Objectives:
Objectives of the course are to increase the proficiency of the participant in all phases of cartography as it relates to topographic mapping and mapping operations.

This training would help to build up a cadre of skilled production workers in the topographic mapping field in the home country.

It is hoped that the participant will pass his knowledge and know-how on to those who work with him when he returns to his country.

Training Plan:
Training at any desired individual level is available, provided the participant has had some previous experience. Individual training will be given in U.S. Geological Survey production plant where the participant would be working on production materials used in the national mapping program. He would be working under trained supervisors, using the latest methods, materials, equipment and instrumentation related to topographic mapping cartography. Duration of the course would be geared to the individual needs and capabilities of the participant.

Candidate Requirements:
Should have training, technical background, or practical experience in cartography, usually gained by working with mapping agencies in his own country or private engineering companies engaged in mapping.

Other Considerations:
Nomination Deadline: Depends on scope of training desired.

Documentation to AID/W: Specified on an individual basis. (Pertains to AID-sponsored participants.)

Placement: Limited training facilities within USGS may necessitate the assignment of participants on a priority basis.

English Requirement: ALIGU 70/70 as set by AID. Exceptions considered only when special circumstances prevail, and are approved on a case-by-case basis.

Academic transcript needed.

TRAINING PROVIDED BY THE PUBLICATIONS DIVISION

The Publications Division is responsible for the management of the numerous book and map publications activities of the Geological Survey. The Survey annually processes 400 to 600 reports containing the results of its investigations and research in earth sciences, and prints most of the maps that accompany these reports, as well as some 4,000 to 5,000 topographic and special purpose maps.

The in-service training programs at the Survey's facilities are designed to give emphasis to the development of publications officers and associated professional and technical people, in skills that include manuscript and map editing, thematic cartography, map printing, and the warehousing and distribution of maps to the public. Training in the various units of the Division may be in association with editorial managers, book designers, cartographers, technical exhibits specialists, photographic and lithographic technicians, and publications warehousing and distribution managers. Thus, the scope of the training is sufficiently broad that individual attention can be given to each participant's special needs.

To supplement this training, arrangements can be made for short assignments with other Federal agencies, as well as commercial organizations which are responsible for similar publication requirements.

Title & Code: EDITORIAL MANAGEMENT - 190-17

U.S. Geological Survey

Duration: 4 weeks

Begins: Open

Ends: Open

Locale: Publications Division
U.S. Geological Survey
Washington, D. C.

PIO/P Category and cost per month: Non-academic- $1,250/ month

Development Objectives:
To familiarize the participant with the overall operation of editing and publishing Survey reports. This training will give the participant greater insight into and enable him to instruct others in:

a. The administrative aspects of book publishing, i.e., scheduling and routing, preparation of printing specifications, quality control, reprints, retention of reproducibles.

b. Editorial review, i.e., preliminary edit of illustrations; edit of manuscript, design, and layout of entire report; preparation of camera copy; proofing.

c. Editorial aids, i.e., GPO Style Manual, Suggestions to Authors, other reference materials.

Training Plan:
The training will be conducted on an individual basis and the schedule tailored to meet the specific needs of the participant based upon his knowledge and experience.

The training is offered in Washington, D. C. The Schedule for the 4 weeks as follows:

1. Two days: Branch Chief's office. Discussion of special problems and/or additional information in areas of particular interest.

2. Three days: Orientation in Branch Chief's office on scope of operations to study scheduling and routing, preparation of printing specifications, quality control, reprints, retention of reproducibles.

3. Two weeks: Work assignment with an editor to study preliminary edit of illustrations, edit of manuscript design and layout of entire report, preparation of camera copy, proofing, supervisory review of work, introduction to reference materials.

4. 12 hours per week for 4 weeks: Formal training at the Government Printing Office, course titled "Editorial Planning and Printing Production".

NOTE: Editing of manuscripts will not be practical because of language difference (unless the participant's parent organization publishes in English).

Candidate Requirements:
Must have a good foundation in the earth sciences. Knowledge of composition, printing, and binding is desirable.

Other Considerations:
Nomination Deadline: Depends on scope of training desired.

Documentation to AID/W: Specified on an individual basis. (Pertains to AID-sponsored participants.)

Placement: Limited training facilities within USGS may necessitate the assignment of participants on a priority basis.

English Language Requirements: As set by AID.

Academic transcript needed. No.

.....

Title & Code: THEMATIC MAP PREPARATION - 190-18

U.S. Geological Survey

Duration: 4 to 6 weeks

Locale: Publications Division
U.S. Geological Survey
Washington, D. C.

Begins: Open

Ends: Open

PIO/P Category and cost per month: Non-academic- $1,250/ month

Development Objectives:
To provide the participant with both the theoretical background and practical experience in all phases of thematic map preparation. This training will prepare the participant to instruct others in current methods of map preparation and give him greater insight into:

a. The administration aspects of a mapping operation: work distribution, scheduling, quality control, preparation of standards.

b. Map design and review: map scales, layout, type, color selection, proofing, editing, preparing instructions for map reproduction.

c. Illustration techniques, ink drafting, scribing, contact screening, photo retouching, line illustrations, air brush.

Training Plan:
This training will be conducted on an individual basis and the schedule tailored to meet the specific needs of the participant based upon his cartographic experience and needs.

Training is offered in any of four geographically separated offices. The following plan would apply to participants in the Washington, D.C. area. Outside the Washington area the first week's schedule would be adjusted slightly.

1. Three days: Orientation in Branch Chief's office on scope of operations; Plans and Production Section to study base map requirements, scheduling, and work distribution; Technical Standards Section to discuss mapping standards, quality control, and thematic color coordination.

2. One week: Design Section to study design of maps and scientific illustrations, type, thematic color selection, preparation of instructions for cartographers.

3. Two weeks: Illustrations Section, to study scribing, peelcoat preparation and application of contact screens. When desirable the participant would receive instruction in other drafting mediums.

4. Three days: Review Section, editing procedures of printers' materials and preparing printing instructions for map-reproduction personnel.

5. Two days: Special Effects Section observing photo-retouch methods and special artistic rendering of scientific illustrations.

6. Two days: Branch Chief's office. Discussion of special problems and additional instructions in area of participant's interest.

Candidate Requirements:
Must have basic knowledge of cartography.

Other Considerations:
Nomination Deadline: Depends on scope of training.

Documentation to AID/W: Specified on an individual basis. (Pertains to AID-sponsored participants.)

Placement: Limited training facilities within USGS may necessitate the assignment of participants on a priority basis.

English Language Requirements: As set by AID. Exceptions considered only when special circumstances prevail, and are approved on a case - by - case basis.

Academic transcript needed. Yes. With grade sheets showing courses taken and grades received; both with English transcripts.

.....

Title & Code: LITHOGRAPHIC MAP REPRODUCTION AS PRACTICED BY THE GEOLOGICAL SURVEY - 190-19

U.S. Geological Survey

Duration: 4 weeks

Locale: Publications Division
U.S. Geological Survey
Washington, D. C.

Begins: Open

Ends: Open

PIO/P Category and cost per month: Non-academic- $1,250/ month

Development Objectives:
This course would in no way qualify the participant as a Journeyman in the Arts or Crafts involved in Lithographic Reproduction, but rather it would familiarize the participant with the techniques, controls, equipment, and materials used in reproducing the geologic and topographic maps of the United States Geological Survey.

This training should qualify the participant to recommend changes in operating techniques and controls to improve the product of his organization, or he may be used to train others.

Training Plan:
The participant would spend his first week in orientation, i.e., a detailed tour of the Branch with ample time in Plans and Production and in Quality Control.

He would then be given a schedule naming designated instructors in those operating sections selected to suit his needs. The length of his study in the operating sections would also be determined by his needs.

The Branch will be able to handle one such participant at a time.

Candidate Requirements:
A Tradesman or Artisan of the Graphic Arts.

Other Considerations:
Nomination Deadline: Depends on scope of training desired.

Documentation to AID/W: Specified on an individual basis. (Pertains to AID-sponsored participants.)

Placement: Limited training facilities within USGS may necessitate the assignment of participants on a priority basis.

English Language Requirements: As set by AID. Exceptions considered only when special circumstances prevail, and are approved on a case - by - case basis.

Academic transcript needed. No.

.....

Title & Code: WAREHOUSING AND DISTRIBUTION OF BOOKS AND MAPS - 190-20

U.S. Geological Survey

Duration: 4 to 6 weeks

Locale: Publications Division
U.S. Geological Survey
Washington, D. C.

Begins: Open

Ends: Open

PIO/P Category and cost per month: Non-academic- $1,250/ month

Development Objectives:
To increase the participant's knowledge and understanding of:

1. The need for an efficient system to distribute the products of research and data collected, to official uses and the public.
2. The evolution of the Geological Survey's methods for distributing its books and maps.
3. Methods used to: advise interested persons of the publications available from USGS, facilitate the ordering of those publications, process the orders, and account for monies received.
4. Warehousing and stock maintenance including materials handling machines, location records, reordering, and packaging for shipment.

5. Commercial dealers, depository libraries, public relations, and other related subjects.

Training Plan:
This training will be conducted on an individual basis or in groups of no more than 3 participants. The participant will receive his instruction as he proceeds on a detailed tour of operations through the Branch of Distribution of the Geological Survey's Publications Division.

Participant will be given a schedule designating named employees who will conduct certain phases of the training.

One week will be spent in the office of the Branch Chief discussing the participant's requirements for learning, the background of publications distribution, and the Survey experience in the field.

Two weeks will be spent in the Denver Distribution Section observing order processing, both mail and over-the-counter sales, and warehousing of maps.

Two weeks will be spent in the Washington Distribution Section (Arlington, Va.) studying the warehousing and distribution of books, and other problems peculiar to the eastern depot.

Another week (or part of it) may be spent by the participant discussing subjects of his choice and writing any reports he may have to prepare.

Candidate Requirements:
Must have training, technical background, or practical experience in publications distribution, map and/or book printing, or information dissemination.

Other Considerations:
Nomination Deadline: Depends on scope of training desired.

Documentation to AID/W: Specified on an individual basis. (Pertains to AID-sponsored participants.)

Placement: Limited training facilities within USGS may necessitate the assignment of participants on a priority basis.

English Language Requirements: As set by AID. Exceptions considered only when special circumstances prevail, and are approved on a case - by - case basis.

Academic transcript needed. No.

.....

Title & Code: THE ADMINISTRATION OF A GEOLOGIC PUBLICATIONS PROGRAM - 190-21

U.S. Geological Survey

Duration: Open

Begins: Open

Ends: Open

Locale: Publications Division
U.S. Geological Survey
Washington, D. C.

PIO/P Category and cost per month: Non-academic- $1,250/ month

Development Objectives:
This course is designed to familiarize administrative personnel at higher levels of responsibility with the overall operations of the Publications Division. It would provide the participant with some insight into production methods and controls, current techniques and research projects, equipment, materials, and potential problem areas and possible solutions.

Upon completion of this program the participant would be able to compare operations in order to recommend changes that may update his organization's methods. The participant would be alerted to potential future changes that might affect his operations through introduction to research in progress in the Division.

Training Plan:
The participant would divide his time among these various branches of the Division: Branch of Technical Illustration, Branch of Texts, Branch of Map Reproduction, and Branch of Distribution. As appropriate, participant may also receive assignment to Branches of the Administrative Division responsible for supply, personnel, budget, accounting, etc., and to the Director's staff for observation and/or practical experience or orientation.

Through a series of tours and discussions with Division and Branch Chiefs, the participant would receive firsthand exposure to techniques or procedures that may be of benefit to his organization.

The Division will be able to handle one such participant at a time.

Candidate Requirements:
Administrative personnel at the Division Chief or higher levels.

Other Considerations:
Nomination Deadline: Depends on scope of training desired.

Documentation to AID/W: Specified on an individual basis. (Pertains to AID-sponsored participants.)

English Language Requirements: ALIGU 70/70.

No academic transcript needed.

NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION

Department of Commerce

The National Oceanic and Atmospheric Administration (NOAA) arranges training programs, formal courses and practical instruction in various branches of meteorology, hydrology, oceanography, seismology, aeronomy, geodesy, geomagnetism and solar physics to qualified foreign specialists. Frequently training is so arranged that academic instruction is provided at the universities and practical training at NOAA facilities.

In addition to the training opportunities described below, in service training, for the purpose of studying in detail particular phases of NOAA operations, can be arranged in the following fields:

Agrometeorology
Climatology
Radar Meteorology
Meteorological Telecommunications
Satellite Meteorology
Air Pollution Meteorology
Numerical Weather Prediction
Synoptic Meteorology
Oceanography

Familiarization programs, for discussion and consultation on broad aspects of NOAA policy, program and activities, can also be arranged. These are tailored to the particular requirements of mature and experienced scientists and administrators.

Title & Code: HYDROGRAPHIC SURVEYING - 120-21

National Oceanic and Atmospheric Administration

Duration: Total 50 weeks (Course 48 weeks)

PIO/P Category and cost per month: Academic- $800/ month

Development Objectives:
To increase technical skills of participants in modern methods of hydrographic surveying. Practice will also be given in the preparation of marine charts.

Training Plan:
Thirty-six weeks of classroom instruction, covering: Orientation-1 week; marine charting-3 weeks; tides and currents-5 weeks; electronic survey equipment-4 weeks; basic geodetic control requirements-9 weeks; geomagnetism-1 week; basic photogrammetric control requirements-3 weeks; processing hydrographic surveys-9 weeks; and visits to other federal agencies-1 week.

Twelve week field program. Subject matter studied, includes: position fixing and depth determination aboard ship and on field party-5 weeks; establishment of control-5 weeks; wire drag-1 week, and current surveys-1 week.

Candidate Requirements:
Completion of a standard four-year course in civil engineering, mathematics, or surveying and mapping. Practical experience in surveying, or a related field for an equivalent length of time may be substituted for academic studies. Participants must also have some familiarity with modern hydrographic methods and practices.

Other Considerations:
Nomination Deadline: Six months prior to commencement of training.

Documentation to AID/W: Three months prior to commencement of training.

English Language Requirements: The course is conducted in English. Participants are required to have a working knowledge of English and understand technical English spoken by U. S. instructors.

No academic transcript needed.

.....

Title & Code: HYDROLOGIC ANALYSIS AND FORECASTING - 120-22

National Oceanic and Atmospheric Administration

Begins: Third Monday in March on alternate years beginning in 1973 Duration: 13 weeks

PIO/P Category and cost per month: Non-academic- $1,250/ month

Development Objectives:
To increase the knowledge and technical skills of participants in all aspects of hydrologic analysis and forecasting.

Training Plan:
Nine weeks of classroom instruction covering: Hydrology for River Forecasting; Evaporation and Evapotranspiration; Rainfall Intensity-Frequency Analysis; Storm Analysis and Probable Maximum Precipitation; Snow Accumulation and Melting.

Four weeks of on-the-job training at a River Forecast Center. Participants will study River Forecast Station Operations, including: Data Acquisition; Forecast Preparation and Forecast Dissemination.

Candidate Requirements:
Technical proficiency is satisfied by completion of a four-year course in engineering, meteorology or other physical science. In lieu of such courses, practical experience of a responsible nature in hydrology for an equivalent length of time would be accepted. Participants must understand the concepts of measurement and sampling; principles of heat, pressure, work, and force; properties of liquids; gas laws; and be familiar with instruments for measuring precipitation, air temperature, humidity, and wind.

Other Considerations:
Nomination Deadline: Six months prior to commencement of training.

Documentation to AID/W: Three months prior to commencement of training.

English Language Requirements: The course is conducted in English. Participants are required to have a working knowledge of English and understand technical English as spoken by U. S. instructors.

No academic transcript needed.

.....

Title & Code: SEISMOLOGY (PROFESSIONAL) - 190-22

National Oceanic and Atmospheric Administration

Duration: 50 weeks (Course 48 weeks)

PIO/P Category and cost per month: Non-academic- $1,250/ month

Development Objectives:
To gain professional knowledge of seismology, enabling participants to cooperate in a worldwide program of seismological data gathering and research.

Training Plan:
Participants receive 48 weeks of training in Seismology, under supervision of geophysicists of the Environmental Research Laboratories, NOAA. The curriculum provides for training in: Teleseismology, including seismogram interpretation, travel-time curves, epicenter determination, computer usage, magnitude determinations and focal mechanism studies (20 weeks); Engineering seismology, including information on the strong-motion program with emphasis on instrumentation, preliminary interpretation, and analysis of strong-motion records (6 weeks); on-the-job training at a working laboratory in instrument maintenance, observatory procedures, site testing and vibration measurements (18 weeks); research and report preparation (4 weeks).

Candidate Requirements:
Participants shall have a Bachelor of Science degree, or its equivalent, from a recognized university. The degree may be in geophysics or an allied field. In lieu of academic studies, practical experience of a responsible nature in seismology for an equivalent length of time would be accepted. Participants are usually staff members of a governmental observatory or the Geophysics department of a university.

Other Considerations:
Nomination Deadline: Six months prior to commencement of training.

Documentation to AID/W: Three months prior to commencement of training.

English Language Requirements: The course is conducted in English. Participants are required to have a working knowledge of English before beginning the course.

Academic transcript needed.

Note: Curriculum may be tailored to the background and capabilities of the participant and the requirements of his Agency. The duration of training would be altered accordingly.

.....

Title & Code: SEISMOLOGICAL LABORATORY OPERATIONS - 190-23

National Oceanic and Atmospheric Administration

Duration: Total 17 weeks (Course 14 weeks)

PIO/P Category and cost per month: Non-academic- $1,250/ month

Development Objectives:
To increase technical skills in maintaining and operating seismological instruments and to instruct others in their use. These advanced skills will allow foreign nationals to participate more fully in the worldwide Network of Standard Seismographs as well as carry on their own research and monitoring programs.

Training Plan:
Twelve weeks' training at the Albuquerque Seismological Center in the installation, operation and maintenance of seismological instruments and the administrative responsibilities of technicians.

A two-week field assignment for familiarization with the program and operations of a seismic station.

Candidate Requirements:
Participants should have had a minimum of two years' experience or course work in instrumentation and seismogram analysis, including basic electric or electronic theory. Participants should be employed in a government observatory or at a university seismograph station. All operators of standard seismograph stations or similar facilities are eligible.

Other Considerations:
Nomination Deadline: Six months prior to commencement of training.

Documentation to AID/W: Three months prior to commencement of training.

English Language Requirements: The course is conducted in English. Participants are required to have a working knowledge of English before beginning the course.

No academic transcript needed.

Note: Training can be tailored to the background of the participant and requirements of his Agency. The duration of training would be altered accordingly.

.....

Title & Code: GEODETIC SURVEYING - 190-24

National Oceanic and Atmospheric Administration

Duration: Total 50 weeks (Course 48 weeks)

PIO/P Category and cost per month: Academic- $800/ month

Development Objectives:
To gain knowledge and proficiency in the theoretical, technical, and practical aspects of geodetic surveying, enabling participants to implement programs of their own and to instruct others in modern surveying techniques.

Training Plan:
Thirty-six weeks of classroom instruction, covering: Triangulation-22 weeks, Leveling-4 weeks; and gravity and astronomy-10 weeks. Subject matter covered includes: theory of geodetic surveying, computations and adjustments, demonstrations, handling of instruments. Participants will have opportunities to participate in conferences and informal discussions.

Twelve weeks of field training with emphasis on practical aspects of surveying.

Candidate Requirements:
A standard four-year course in civil engineering which included surveying or a similar course. Practical experience in surveying for an equivalent length of time may be substituted for academic studies.

Other Considerations:
Nomination Deadline: Six months prior to commencement of training.

Documentation to AID/W: Three months prior to commencement of training.

English Language Requirements: The course is conducted in English. Participants are required to have a working knowledge of English and understand technical English as spoken by U. S. instructors.

No academic transcript needed.

.....

Title & Code: PHOTOGRAMMETRY - 190-25

National Oceanic and Atmospheric Administration

Duration: Total 40 weeks (Course 38 weeks)

PIO/P Category and cost per month: Academic- $800/ month

Development Objectives:
To gain knowledge and proficiency in photogrammetry in order to enable participants to utilize techniques for mapping and surveying and to instruct others in their use.

Training Plan:
Thirty-three weeks of classroom instruction. Subjects covered include: basic mathematics of photogrammetry-3 weeks; aerial photographs-1 week; photographic laboratory techniques-1 week; aerotriangulation-10 weeks; mosaics-1 week; first order instruments-3 weeks; map compilation-4 weeks; drafting and scribing-1 week; special projects-3 weeks, and review and evaluation-1 week.

Five weeks of field training. Subject matter studied includes: control requirements, recovery and photoidentification, field inspection and the investigation of geographic names. Arrangements will be made for visits to mapping and charting facilities of other Agencies.

Candidate Requirements:
1. The participant must have a Bachelor of Science degree in cartography, engineering, mathematics or physical science or have completed four years of university study which included 6 semester hours of trigonometry and analytic geometry. Four years of progressive experience in cartography, engineering, mathematics or physics may be substituted for academic studies.

2. A medical certificate indicating undisturbed stereoscopic vision.

Other Considerations:
Nomination Deadline: Six months prior to commencement of training.

Documentation to AID/W: Three months prior to commencement of training.

English Language Requirements: This course is conducted in English. Participants are required to have a working knowledge of English and understand technical English as spoken by U. S. instructors.

Academic transcript needed.

.....

Title & Code: MAP AND CHART REPRODUCTION - 190-26

National Oceanic and Atmospheric Administration

Duration: Total 50 weeks (Course 48 weeks)

PIO/P Category and cost per month: Academic- $800/ month

Development Objectives:
To gain proficiency in modern methods of lithographic reproduction of maps and charts to enable participants to instruct others and improve operational procedures.

Training Plan:
Forty-seven weeks of in-service training in the photolithographic reproduction of maps and charts at the Reproduction Division, National Ocean Survey, Washington, D.C. Subjects covered include: printing plant program orientation-1 week; job control methods-1 week; layout and assembly-3 weeks; negative engraving-9 weeks; photography-7 weeks; typography-7 weeks; plate making-7 weeks; presswork-9 weeks; and finishing-3 weeks.

One week of familiarization visits to mapping and charting facilities of other Agencies.

Instruction is given in technical procedures, operational methods and problems, materials, and equipment and instrumentation. Practical aspects of photolithography are emphasized to enable participants to attain competence in all cartographic reproduction operations.

Candidate Requirements:
A four year course in the graphic arts or civil engineering and experience in photolithographic reproduction. Proficiency in the graphic arts of map and chart reproduction gained through practical experience may be substituted for these courses.

Other Considerations:
Nomination Deadline: Six months prior to commencement of training.

Documentation to AID/W: Three months prior to commencement of training.

English Language Requirements: The course is conducted in English. Participants are required to have a working knowledge of English and understand technical English as spoken by U. S. instructors.

No academic transcript needed.

Note: Training can be tailored to the background and interests of the participant and the special needs of his Agency.

.....

Title & Code: THEORY OF OPERATION AND MAINTENANCE OF COMPLEX METEOROLOGICAL SENSING AND DATA PROCESSING EQUIPMENT - 190-27

National Oceanic and Atmospheric Administration

Duration: See Training Plan

PIO/P Category and cost per month: Non-academic- $1,250/ month

Development Objectives:
To provide experienced electronic and facilities technicians with the specific knowledge required for the installation activation, maintenance and calibration of complex meterological sensing and data processing equipment.

Training Plan:
Recurring courses are offered in the following areas:

1. COMMUNICATIONS SYSTEMS

   -Radio Communication Equipment (3 weeks)
   -High Frequency Single Side Band Communication System (2 weeks)
   -Alden Weather Map Facsimile System (2 weeks)
   -VHF Weather Warning System (G.E.)(3 weeks)
   -ASR-33 Teletype Terminal (2 weeks)

2. FACILITIES MAINTENANCE

   -Fundamentals of Electricity (5 weeks)
   -Equipment Installation and Maintenance (5 weeks)

3. AEROLOGICAL SOUNDING SYSTEMS

   -GMD-1 () Rawin System and Associated Ground Equipment (4 weeks)
   -WBRT Rawin System and Associated Ground Equipment (4 weeks)
   -GMD-1 () Rawin Systems (3 weeks)
   -WBRT Rawin System (3 weeks)
   -Rawin Ranging Adjuncts (2 weeks)
   -403 MHz Radiosonde Systems (2 weeks)

4. RADAR AND MICROWAVE SYSTEMS

   -Basic Radar Principles (2 weeks)
   -WSR-3 Radar System (4 weeks)
   -WSR-57 Radar System (5 weeks)
   -WSR-57 Radar Refresher Training (on-the-job)
   -Weather Bureau Radar Remote (WBRR-68 and WBRR-68A) (25 days)
   -Weather Bureau Radar Remote (WBRR-68) Facsimile Recorder (10 days)
   -Video Integrator Processor (VIP) (2 weeks)

5. AUTOMATIC WEATHER OBSERVING EQUIPMENT

-AMOS III (Automatic Meteorological Observing System) (2 weeks)

6. SATELLITE COMMUNICATIONS EQUIPMENT

-Automatic Picture Transmission Ground Station (APTGS, FS) (3 weeks)
-Automatic Picture Receiver and Recorder Station (APT/RS66, Alden) (3 weeks)
-Automatic Picture Transmission Recorder (APT/RS66, Alden Recorder) (1 week)

7. SURFACE AND HYDROLOGIC SYSTEMS

-Surface Instruments (32 days)
-Operation and Maintenance of Substations (3 weeks)

8. SPECIAL COURSES

-Fundamentals of Solid State and Digital Logic Circuits (12 days)

Candidate Requirements:

A. General: For all courses, except "Facilities Maintenance," one to two years experience in the maintenance of electronic equipment; practical, broad knowledge of electronic theory.

B. Specific: See courses below:

1. Communications Systems

General knowledge of communications equipment is desirable.

2. Facilities Maintenance

a. "Fundamentals of Electricity" - Knowledge of mathematics through trigonometry.

b. "Equipment Installation and Maintenance" - Course in the fundamentals of electricity and general familiarity with field installations.

3. Aerological Sounding Systems

Courses in Fundamentals of Solid State and Digital Logic Circuits are requirements for enrollment in the 403 MHz Radiosonde Systems.

4. Radar and Microwave Systems

a. WSR-3 - General knowledge of radar fundamentals is desirable.

b. WSR-57 Radar - Basic Radar Principles course if no previous radar experience.

c. WBRR-68 & WBRR-68A - Fundamentals of Solid State and Digital Logic Circuits.

d. WSR-57 Radar Refresher - Completion of WSR-57 Radar System course.

e. Video Integrator Processor - Fundamentals of Solid State and Digital Logic Circuits.

5. Automatic Weather Observing Equipment

Knowledge of Surface Instruments is desirable.

6. Satellite Communications Equipment

Fundamentals of Solid State and Digital Logic Circuits.

7. Surface and Hydrologic Systems

Familiarity with radiation, communication (airport complex), hydrologic surface wind, water vapor, totalizing and cloud equipment.

Operation and Maintenance of Substations - Experience as Meteorological Technician with a basic knowledge of electricity.

8. Special Courses

"Fundamentals of Solid State and Digital Logic Circuits"

Knowledge of basic electronics.

Other Considerations:
Nomination Deadline: Six months prior to commencement of training.

Documentation to AID/W: Three months prior to commencement of training.

Scheduling of Courses: Courses are scheduled periodically, depending on training requirements and availability of facilities. Participants that satisfy course requirements are accepted on a space available basis.

English Language Requirements: The course is conducted in English. Participants must be able to speak English with reasonable fluency, read well, and understand technical English as spoken by the instructors.

No academic transcript needed.

.....

DEPARTMENT OF DEFENSE
ARMY CORPS OF ENGINEERS

The Civil Works Program of the Corps of Engineers encompasses planning, design, construction and operations related to water resources development. Although not conclusive, some of the fields of training available to foreign participants are as follows:

Flood Protection -- 120-23

Flood plain management, design and construction of dams; local protection projects (dikes, channels and levees); riverbank stabilization.

Hydroelectric Power Generation -- 220-2

Design, construction, control, operation and maintenance of powerhouses and facilities.

Beach Erosion Control and Shore Protection -- 340-1

Coastal Engineering Research, design and construction of protective structures, including sand placement.

River Basin Planning -- 350-1

Economic analyses; systems approach; planning, programming and budgeting; multi-objective planning; selection of alternatives; Interagency coordination procedures.

Improving Waterways for Navigation -- 350-2

Dredging rivers and harbors; snagging and clearing; removal of wrecks; aquatic plant control; operation of Marine plant (dredges, etc.); design of locks and dams.

Construction Management -- 350-3

Contract execution; on-site inspection of construction; relationship with contractors and sub-contractors.

The training programs are flexible and individually designed according to the type of training desired. The normal training fee is between $20 and $30 a day per participant depending on the location of the training. Training is conducted in the Division and District offices throughout the Continental United States as well as the Waterways Experiment Station, Coastal Engineering Research Center, and the Hydrologic Engineering Center.

UNITED STATES DEPARTMENT OF INTERIOR

Bureau of Sport Fisheries and Wildlife

The Bureau of Sport Fisheries and Wildlife has a variety of training programs in fisheries and wildlife management and research. Within these programs, at various facilities located at the Bureau's six regions, almost any need for fisheries and wildlife management and research training could be effected, by the Bureau itself or by the Bureau in conjunction with a related university program. Obviously, sufficient advance lead time is required to plan and coordinate nonroutine training projects.

Title & Code: WARM WATER FISH CULTURE - 180-1

Bureau of Sport Fisheries and Wildlife

Duration: 11 months

Begins: Approximately August 20

Locale: United States Department of the Interior

PIO/P Category and cost per month: Academic- $800/ month

Development Objectives:
To provide training in advanced fish culture, studies in pond limnology, pond construction, fish disease, life in water, environmental modifications, acquatic plant taxonomy, life histories of important warm water species. While the course is aimed at production of fish common to the United States -- bass, perch, bluegill and catfish -- the same principles of management apply to other species.

Training Plan:
General: This is basically a United States oriented course to which one or two foreign participants are admitted annually. Upon return to their country, the individuals selected will be expected to impart newly acquired knowledge to others in the country, thereby exhibiting the multiplier effect of the training program.

1. One week in Washington, D.C.

2. Ten and one-half months - Marion National Fish Hatchery, Marion, Alabama 36756.

3. One week in Washington, D.C. - for summary and evaluation of the training program and presentation of final reports.

Candidate Requirements:
1. Training and Experience: Practical experience in raising fish and a formal education in zoology or fishery management are essential.

2. Career Status: Designed for United States personnel who are employed by agencies having responsibility for raising warm water fish in hatcheries or ponds.

Other Considerations:

English Language Requirements: Ability to understand, speak and read English is essential.

Academic transcript needed.

.....

Title & Code: TROUT AND SALMON CULTURE - 180-2

Bureau of Sport Fisheries and Wildlife

Duration: 10½ months

Locale: United States Department of the Interior

Begins: September

PIO/P Category and cost per month: Academic- $800/ month

Development Objectives:
To provide training in advanced culture of trout and salmon, studies in Fishery Management, fish culture, limnology, nutrition of salmonids, fish physiology and pathology. The course is aimed at the intensive culture of food and sport fish and the principles taught have application elsewhere.

Training Plan:
General: This is basically a United States oriented course to which one or two foreign participants are admitted annually. Upon return to their country, the individuals selected will be expected to impart newly acquired knowledge to others in the country, thereby exhibiting the multiplier effect of the training program.

1. One week in Washington, D.C.

2. Ten and one-half months - Spearfish NFH, Spearfish, South Dakota 57783.

3. One week in Washington, D.C. - for summary and evaluation of the training program and presentation of final reports.

Candidate Requirements:
1. Training and Experience: Practical experience in raising fish and a formal education in zoology or fishery management are essential.

2. Career Status: Designed for United States personnel who are employed by agencies having responsibility of operating fish hatcheries.

Other Considerations:
English Language Requirements: Ability to understand, speak and read English is essential.

Academic transcript needed.

.....

Title & Code: ADVANCED FISH DISEASE COURSE - 180-3

Bureau of Sport Fisheries and Wildlife

Duration: 5 months

Locale: United States Department of the Interior

Begins: Approximately September 1, every other year (even years)

PIO/P Category and cost per month: Non-academic- $1,250/ month

Development Objectives:
To provide training in the principles and techniques of diagnosis, treatment and control of fish diseases.

Training Plan:
General: This is a United States oriented course to which one or two foreign participants are admitted. After return to their country, the individuals selected will be expected to impart their newly acquired knowledge to others involved in fish husbandry.

1. One week in Washington, D.C. - Orientation.

2. Five months - At the Eastern Fish Disease Laboratory, Leetown (P. O. Kearneysville), West Virginia 25430.

3. One week in Washington, D.C. - For summary and evaluation of the training program and presentation of final reports.

Candidate Requirements:
1. Training and Experience - Academic background in the general biological sciences with courses in virology, bacteriology, parasitology, and immunology. Interest and practical experience in fish husbandry.

2. Career Status: Designed for United States personnel who are employed by agencies having responsibility for fish health.

Other Considerations:
English Language Requirements - Ability to understand, speak and read English is essential.

Academic transcript and reference letters needed.

.....

Title & Code: WILDLIFE MANAGEMENT - UNSTRUCTURED - 190-28

Bureau of Sport Fisheries and Wildlife

Duration: Open - minimum of four weeks

Locale: United States Department of the Interior

Begins: As arranged

PIO/P Category and cost per month: Non-academic- $1,250/ month

Development Objectives:
Purpose: To provide training and practical experience in one or more of the following aspects of the management of wildlife populations through association with personnel of the Bureau of Sport Fisheries and Wildlife: big game management; waterfowl management; control animal damage; wildlife law enforcement. On the job training may be coupled with attendance at one or more of the workshops or courses by the Bureau for its own personnel.

1. Big Game Management: Experience in estimating trends in big game populations, carrying capacity, and condition of range will be emphasized. Modification of habitat to benefit wildlife will be covered as will provision of water in semi-desert mountain areas.

2. Waterfowl Management: Experience in ringing (banding) birds, assessing factors which affect production and manipulating habitat will be offered in the field. The participant will be exposed to techniques in use in the United States to estimate population size and allowable harvest through a visit to a wildlife research center.

3. Control of Animal Damage: Depending on interest, the participant may learn techniques for preventing rodent damage to orchards or forest seedlings, controlling large predators such as coyotes, mountain lions or bears, and preventing damage to grain crops by birds.

4. Endangered Wildlife: To gain knowledge of the basic needs of wildlife species in danger of extinction. Expose the participant to the many techniques used in safeguarding, rearing, and reintroducing wildlife forms back into their environment.

Training Plan:
General: The participant will be assigned to accompany one or more United States personnel in the course of their duties. Upon return to his country he will be expected to impart newly acquired knowledge to others thereby creating a multiplier effect for the training program.

1. One week in Washington, D.C.

2. Three or more weeks at one or more field stations or national wildlife refuges for instruction and on-the-job training.

Candidate Requirements:

1. Training and Experience: Interest in wildlife management is essential. Formal education in the natural resource field is desirable but not essential.

2. Career Status: Designed for individuals who are now or will be employed by agencies having responsibility for management of wildlife or other natural resources.

Other Considerations:

English Language Requirements: Ability to understand, speak, and read English is essential. International drivers license desirable.

Academic transcript needed.

.....

Title & Code: FISH INSPECTION AND QUALITY CONTROL - 180-4

National Marine Fisheries Services, Dept. of Commerce
NOAA

Duration: 12 weeks

Begins: To be announced
Ends: 12 weeks after beginning date

PIO/P Category and cost per month: Non-academic- $1,250/ month

Development Objectives:
Purpose: To provide training in the technological principles applicable to fishery product inspection and grading, as well as the chemical and microbiological relationships relative to product degradation as a function of quality control. Specific practical knowledge will be gained in the studies of:

1. Standards Development. Basic principles and rationales in developing and establishing "standards" (international, national, regional, or institutional) for fresh and processed fishery products, promulgation and interpretation thereof will be emphasized. Emphasis will be given on the mechanics of standards development (consumer demand, defects, etc.). Lecture.

2. Product Quality Grading and Inspection Methods. Application of the technical methodology employed. Instruction will be offered in assessing fish and shellfish products according to U.S. Standards for Grades, and pertinent documents from other countries. Lecture and laboratory.

3. Basic Food Microbiology. Instruction and laboratory experimentation will primarily center on detection of microorganisms of public health significance as related to fishery products. Several lectures will stress the role of quality degrading microorganisms and the control mechanisms commonly employed for these problem bacteria. Lecture and laboratory.

4. Basic Food Chemistry. This course will be divided into three sections:

a. Organoleptic Evaluation--Training in grading raw or processed fishery products solely through the use of sensory techniques will be stressed. Products will include the major exported products from the countries of the participants. Lecture and laboratory.

b. Chemical Indices of Spoilage-- Studies on the use of chemical techniques to delineate quality criteria will be stressed such as pH, TMA, TVB, indole, etc. Emphasis will be on methodology and reliability. Lecture and laboratory.

c. Chemical Contaminants--Rudimentary procedures in testing for the presence of chlorinated pesticide residues, sulfites, nitrites, borates, heavy metals, radionuclides, etc., will be offered. Emphasis will be on classroom lecture with appropriate laboratory demonstrations.

5. Vessel and Plant Inspection. Vessel and shore facility, sanitation requirements, basics of environmental hygiene, and the use of new construction materials and building techniques as an aid to sanitation will be emphasized. Laboratory and lecture.

6. Production Problem Solving. Critical path analysis and other techniques in solving for management specific quality problems (i.e., black spot, browning of fillets, etc.) and principles of preservation will be emphasized. Lecture.

7. Individual Thesis Problem. Each participant will select a problem of his choice relating the newly acquired skills to a problem of his country.

Training Plan:
General: It is expected that this will be a multi-country group, thus affording opportunities to share experience with professionals from other countries. Upon return to their country, the individuals selected will be expected to impart the newly acquired knowledge to others in the country, thereby exhibiting a multiplier effect of the training program.

One week in Washington, D.C.

Ten weeks at training center for fish inspection and quality control for formal instruction and on-the-job individual training in all objectives listed. This 10 weeks will include field trips to large, medium, and small primary and secondary fish processing facilities.

One week in Washington, D.C., for summary and evaluation of the training program, adaptation to home country situations, and presentation of final reports.

Candidate Requirements:
1. Training and Experience: Interest and practical experience in the fish processing industry are essential. Formal education in one of the scientific disciplines is stressed but not required.

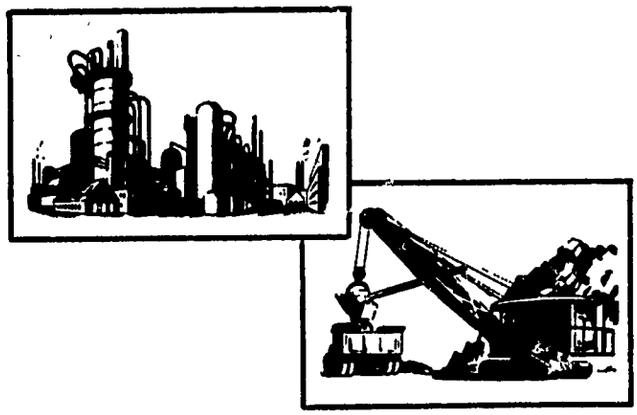
2. Career Status: Designed primarily for individuals who are now employed by agencies having responsibility for national inspection of fish or other agricultural products; or for persons employed as plant managers or quality control supervisors in processing plants where fishery products are destined for export to the United States.

Other Considerations:
English Language Requirements: Ability to understand, speak, and read English is essential.

Academic transcript needed.

INDUSTRY and MINING

-200-



BUREAU OF MINES

U.S. DEPARTMENT OF THE INTERIOR

Since its creation in 1910, the Bureau of Mines primary responsibilities have been to conduct scientific and technologic investigations of minerals and fuels with a view to their most efficient mining, processing, and use; to carry out studies in mineral economics and to promote economic development of mineral resources; to perform research on explosives; to improve health conditions and increase health safety in mineral industries; and to disseminate information concerning these subjects.

The task, simply stated, is to keep research moving ahead to assure a dependable flow of materials at the lowest cost consistent with national policies, to preserve and enhance the environment while extracting and processing minerals. To this end, the Bureau's programs have, over a period of time, undergone changes in response to national needs and changing public values. For example, greater effort has been placed, and will continue to be placed, on seeking ways to accommodate material needs in ways that minimize occupational hazards to workers in industry, reduce wastes, and ensure that minerals and fuels are supplied and utilized without objectional social and environmental costs.

The Bureau of Mines accepted the first foreign national for training at its facilities in 1948. Since that time programs have been implemented for over 550 participants from 46 different nations.

Title & Code: MINERALS RESEARCH - 210-1

Bureau of Mines

Duration: Six months to one year

Begins: At any time.

PIO/P Category and cost per month: Non-academic- $1,250/ month

Development Objectives:
Scientific and engineering research and development programs are offered in the following: coal, petroleum, metallurgy, and mining.

Training Plan:
Trainees participate in research projects in progress at Bureau of Mines research centers, are given periods of training and observational study with private industry, and attend short courses and professional meetings as appropriate.

Individual training plans are developed according to participants' professional level, interests, and needs.

Candidate Requirements:
Professional background commensurate with study objectives and ability to communicate freely in English.

No academic transcript needed.

.....

Title & Code: MINERAL RESOURCE DEVELOPMENT - 210-2

Bureau of Mines

Duration: Six to twelve months

Begins: At any time.

PIO/P Category and cost per month: Non-academic- $1,250/ month

Development Objectives:
The following programs are offered to promote wise use and conservation of mineral resources:

Evaluation of the industrial and commercial outlook for minerals including fuels.

Studies to determine the relationship of mineral supply and technology to the national and world economy.

Collection of health and accident statistics, and the collection, evaluation, and publication of mineral and fuel statistics.

Engineering studies of mineral and fuel deposits and mining operations.

Training Plan:
Training programs are developed according to participants' professional level, interests, and needs. Activities include in-service training at Bureau of Mines headquarters and field offices, familiarization with the minerals industry of the United States through observational visits, and attendance at professional meetings.

Candidate Requirements:
Professional background commensurate with program objectives and ability to communicate freely in English.

No academic transcript needed.

.....

Title & Code: MINE HEALTH AND SAFETY - 210-3

Mining Enforcement and Safety Administration

Duration: Six to twelve months

Begins: At any time.

PIO/P Category and cost per month: Non-academic- $1,250/ month

Development Objectives:
To prevent major disasters, promote health, and improve safety in coal mines.

Training Plan:
In-service training includes study of:

Principles of accident prevention; responsibilities of management, worker and supervisors; major accident causes: roof control, electricity, transportation, mine fire and explosions, ventilation and gases, environmental health, and first aid; accident analysis and reports; job safety analysis; safety education: demonstration materials, movie films, and operation of mobile training units; safety associations' activities; U. S. laws and regulations concerning mine health and safety; administration of the Federal Coal Mine Safety Act; and field inspections and investigations, review of reports, and evaluation of operations based on such inspections, investigations and review.

Candidate Requirements:
Professional background commensurate with program objectives and ability to communicate freely in English.

No academic transcript needed.

.....

Title & Code: STUDY AND RESEARCH IN THE FIELD OF EARTH SCIENCES AND MINERAL AND FUEL ECONOMICS - 210-4

Bureau of Mines

Duration: One to three years

Begins: First semester or quarter of school year.

PIO/P Category and cost per month: Academic- $800/ month

Development Objectives:
Advanced education in the minerals field.

Training Plan:
The Bureau of Mines arranges academic programs in mining, metallurgical, petroleum and related engineering fields at graduate or undergraduate level.

Academic training is supplemented by 4-6 weeks field trip during summer months to familiarize students with the minerals industry in the United States and to provide practical field exposure to principles studied in the classroom.

Academic transcript needed.

.....

TENNESSEE VALLEY AUTHORITY

The following four courses can be given if TVA is given enough lead time. The subject matter is also exportable for in-country training by TVA staff with local mission assistance.

It cannot be over-emphasized that the depth and understanding each participant gains of the subject matter presented is highly dependent on specific problems and/or assignments he is willing to undertake under the guidance of experienced advisers during these courses.

Title & Code: AGRICULTURAL RESOURCE DEVELOPMENT - 140-19

Tennessee Valley Authority

Duration: 3 weeks

Locale: TVA, Muscle Shoals, Alabama

Begins: Sept. 11 & May 1

Ends: Sept. 29 & May 19

PIO/P Category and cost per month: Non-academic- $1,250/ month

Development Objectives:
Participants gain skills in the identification of problems preventing development and designing and implementing programs for improvement. The economic and social factors of development are considered along with introduction of new enterprises.

Training Plan:
TVA serves as the principal base for obtaining the course objectives, but is supplemented by outside expertise in universities, industry and other agencies as needed. The course is implemented through a combination of lectures, discussions, workshops, library research, and field trips.

Candidate Requirements:
The participants should speak English or be furnished by AID with simultaneous translation. He should have direct or related responsibility in resource development. A TVA medical examination will be given at no cost to the participant.

Other Considerations:
Nomination Deadline: August 11 and April 1

Documentation to AID/W: One month before course begins.

English Language Requirements: See above.

Academic transcript requirements: None

Number of participants: The course is given when the number of participants is 9, but no more than 15.

.....

Title & Code: TRAINING IN FERTILIZER PROMOTIONAL, EDUCATIONAL AND ADVERTISING PROGRAMS - 231-1

Tennessee Valley Authority

Duration: 2 weeks

Begins: March 1 & October 1

Ends: March 15 & October 15

Locale: TVA's National Fertilizer Development Center, Muscle Shoals, Alabama

PIO/P Category and cost per month: Non-academic- $1,250/ month

Development Objectives:
Training in evaluation of problems and needs and development of effective programs within the objectives of the marketing plan.

Training Plan:
To illustrate methods of conducting educational/promotional and advertising activities. Training will feature lectures, discussions, problem-solving exercises, and field trips. Advertising agency personnel will be used when appropriate.

Candidate Requirements:
Must have had some previous experience in fertilizer promotional activities or will have that responsibility upon completion of training.

Other Considerations:
Nomination Deadline: 2 months before course.

Documentation to AID/W: One month before course begins.

English Language Requirements: Proficiency in English unless AID provides simultaneous translation.

Academic transcript requirements: None

Number of participants: The course will be given with a minimum of 5 people and a maximum of 25.

.....

Title & Code: FERTILIZER PRODUCTION AND PLANT ENGINEERING - 231-2

Tennessee Valley Authority

Duration: 16 weeks

Locale: TVA, Muscle Shoals, Alabama and Southeastern United States

Begins: May 1

Ends: August 19

PIO/P Category and cost per month: Non-academic- $1,250/ month

Development Objectives:
Training is provided in handling, transportation, and storage of raw materials and products, operation and maintenance of specific plant equipment, basic processes used for fertilizer production, with in-plant training in selected plants such as ammonia, urea, phosphoric acid, and bulk blending.

Training Plan:
TVA serves as the principal base for obtaining the course objectives, but is supplemented by outside expertise, universities, industry, and other agencies as needed. The course is implemented through a combination of lectures, discussions, workshops, library research, and in-plant training.

Candidate Requirements:
The participant should read, write, and speak English and have a working knowledge of Engineering prerequisites. He must be able to work in actual plant production conditions and pass a TVA medical examination at no cost to the participant.

Other Considerations:
Nomination Deadline: April 1

Documentation to AID/W: One month before course begins.

English Language Requirements: See Above.

Academic transcript requirements: None

Number of participants: The course is given only when the number of participants is 9 or more.

.....

Title & Code: TRAINING IN FERTILIZER MARKETING - 231-3

Tennessee Valley Authority

Duration: 10 weeks
Six weeks of discussion, field trips, lectures, problem-solving exercises at TVA's National Fertilizer Development Center; then two to four weeks in-company exposure depending on participant interests and objectives.

Locale: Muscle Shoals, Alabama and selected industry locations

Begins: Approx. April 15 or at AID request

Ends: Approx. June 15

PIO/P Category and cost per month: Non-academic- $1,250/ month

Development Objectives:
To train the trainers by exposing marketing managers, sales personnel, industrial agronomists, and other fertilizer promotionally oriented personnel to:

Training Plan:
1. Fertilizer marketing concepts, systems, planning
2. Product management -- selection, logistics, storage and application
3. How to build a marketing organization
4. Developing and conducting fertilizer educational and promotional programs
5. Managing the system -- computerized retail fertilizer business problems

Candidate Requirements:
Have some knowledge and hopefully experience in fertilizer sales and use efforts in their own country. The participant should read, write, and speak English. Hopefully, the participant will have fertilizer marketing responsibilities upon his return home.

Other Considerations:
Nomination Deadline: February 1

Documentation to AID/W: March 1

English Language Requirements: Proficiency in English unless AID provides simultaneous translation.

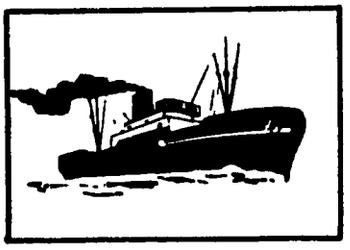
Academic transcript requirements: None

Number of participants: The course is given only when the participants number 12 or more, not to exceed 25.

.....

TRANSPORTATION

-300-



FEDERAL HIGHWAY ADMINISTRATION

DEPARTMENT OF TRANSPORTATION

The Federal Highway Administration, in cooperation with State and local highway agencies, universities, and industries, has planned and administered several types of study and training programs for foreign engineers and other highway officials. These programs include graduate study toward Masters' Degree in Civil Engineering, on-the-job training with State and local highway departments in the fields of highway and equipment maintenance, highway and bridge design, planning, materials and research, industry courses pertaining to equipment repair and maintenance, and observation tours encompassing the entire highway field.

All academic, on-the-job training and observation courses implemented by the Federal Highway Administration, do not follow a set pattern. Requests for training in a specific field of highway engineering are evaluated and tailored to individual needs of a participant taking into consideration his experience and educational background. The length of time required for training will vary. The following areas of study with approximate time generally required are offered through the Federal Highway Administration and State facilities.

Environmental Aspects in Highway Engineering
Highway Design and Construction
Highway Maintenance
Aerial Surveys (Photogrammetry)
Materials Laboratory Practice and/or Research
Bridge Design and Construction
Bridge Maintenance
Traffic Engineering
Highway Equipment Maintenance, Repair and/or Utilization
Highway Administration

Title & Code: HIGHWAY EQUIPMENT, MAINTENANCE AND REPAIR - 310-1

Federal Highway Administration

Duration: 3-12 months

Begins:
Ends: As needed

Locale: Greer Technical Institute and other schools
Equipment Manufacturers Service Schools
State highway equipment shop facilities
National School of Heavy Equipment

PIO/P Category and cost per month: Academic- $800/ month

Development Objectives:
To develop the participant's ability to operate, service and repair heavy road building equipment and to prepare him to manage an equipment shop.

Training Plan:
Enrollment in courses at Greer Technical Institute or other schools, at Equipment Manufacturers Service Schools and supplement this training with assignment to State highway departments to learn:

1. Shop organization and management
2. Equipment records
3. Spare parts control
4. Assignment of equipment
5. Servicing
6. Repair

Length of the training will depend on the needs of his department. If only the management, accounting, organization, records and equipment assignment is required without need for detailed study of repair procedures then the length suggested is three months.

As required, the participant will be scheduled in service school courses at heavy equipment manufacturers such as:

General Motors, Terex Division
General Motors Diesel
Clark Equipment Company
Cummins Diesel Engine Company
International Harvester
Caterpillar Company
Allis-Chalmers Company
Koehring Company

Service school courses last one week at each company.

Candidate Requirements: Mechanical aptitude

Other Considerations: Nomination: 90 days in advance; Documentation to AID/W: 60 days in advance. English Language Requirements: ALIGU 70/70. No academic transcript needed.

Title & Code: ADVANCED HIGHWAY ENGINEERING - (Multi-Regional Program) - 310-4

International Road Federation

Duration: 11 months

Begins: September
Ends: July

Locale: Ohio State, Purdue, Northwestern, University of California, Pennsylvania Bureau of Traffic. Site determined by program objectives.

PIO/P Category and cost per month: Academic- $800/ month

Development Objectives:
The program is intended to expose selected engineers to the latest thinking and techniques in highway engineering and to provide practical experience in highway administration and practices as they exists in the United States.

It is the aim of the International Road Federation to assist in equipping a fraternity of international experts with a vastly improved capability for solving the complex transport problems which are faced by the entire world.

Training Plan:
Participants are enrolled as special graduate students for one academic year. Courses are selected according to the participant's field of interest and the transportation needs of his country, and include:

Aggregate Research	Foundation Engineering
Airport Engineering	Timber Design
Basic Vibration	Uses of Aerial Photos
Bituminous Material Uses	Highway Pavement Design
Structural Design	Highway Transportation
Bituminous Mixes	Nomographic Drawing
Civil Engineering Projects	Research in Civil Engineering Soils
Construction Planning	Soil Mechanics

Following the academic year, there is a six week observation tour. Traffic installations, highway projects and laboratories are visited, and appropriate municipal, state and federal officials are consulted.

Candidate Requirements:
Participants should have a B.S. degree or equivalent in engineering, with specialization in some aspect of highway and/or traffic engineering. Two to three years of practical experience in the transportation field is preferred but not mandatory.

Other Considerations:
English Language Requirements: Excellent English language proficiency is necessary.

Academic transcript is required.

MARITIME ADMINISTRATION

DEPARTMENT OF COMMERCE

The Maritime Administration training programs aim at opening U.S. experience in maritime transportation to foreign visitors for its adaptation, where possible, to home country needs. Efficient shoreside management in foreign countries is of major benefit to U.S. steamship lines and shippers and to the orderly economic development of host countries.

The Maritime Administration can develop training programs related to maritime transportation in fields such as public port operation and administration, port engineering, shoreside operation and management of steamship companies, inland waterways operation. Subsidiary aspects of the above include, among others, stevedoring, pier management, government functions on the waterfront and waterways, marine insurance, admiralty law, aids to navigation, dredging ship construction and repair.

The programs are mainly observational - academic and on-the-job content is included as the needs of individual programs indicate.

The programs described following are to be regarded as general guidelines, definitely not as specific program offerings. Actual programs are built to fit individual needs and are accommodated to a definitely limited training capacity.

Title & Code: STEAMSHIP LINE OPERATIONS AND MANAGEMENT - 360-1

Maritime Administration

Duration: 2-6 months, depending both on experience of trainee and his major training interest. Specific dates vary with availability of training capacity.

Locale: Steamship lines, stevedoring companies, warehouse operators, insurance firms.

PIO/P Category and cost per month: Non-academic- $1,250/ month

Development Objectives:
To enhance the capabilities of professionals already engaged in some aspect of vessel transportation.

Training Plan:
Assignments to cooperating steamship lines - with schedule of training dependent on needs of individual participants (pier operation, accounting, insurance and claims, etc.). Some programs include evening academic work, in which case daytime assignments are correspondingly shortened.

Assignments to Federal agencies, such as Customs, included as needed.

Candidate Requirements:
Work experience in the general field sufficient to enable visitor to benefit from observation and comparative study.

Other Considerations:
Capacity: These programs are provided in support of home country efforts to improve coastal and short sea transportation; capacity for training is limited.

Academic: Program at times include short courses in insurance, foreign trade, etc.

Academic transcript needed only if training requirements manifestly include academic work.

.....

Title & Code: PUBLIC PORT AUTHORITIES OPERATION AND ADMINISTRATION - 360-2

Maritime Administration

Duration: 2-6 months, depending both on experience of trainee and on his major training interest. Specific dates vary with availability of training capacity.

Locale: Public port authority, private companies, Federal agencies as training needs indicate. These programs only rarely include academic work.

PIO/P Category and cost per month: Non-academic- $1,250/ month

Development Objectives:
To expose professionals at various levels to U.S. port practice for the benefit to be derived from comparative study.

Training Plan:
Briefing in Washington by Maritime Administration specialists - other Federal agency specialists (Customs, Agriculture, etc.) as indicated.

Visits of 1-4 weeks each to various public port authorities, selected by Maritime Administration as affording maximum training value in light of conditions in participants' homelands and home ports. Included will be assignments to private companies, State and Federal agencies, possibly educational institutions as program needs indicate.

Precise plans depend on trainees' specific interest - some will need general observation only, others will want to "major", so to speak, in the cargo aspect, or finance, personnel, etc.

Candidate Requirements:
Work experience in the general field sufficient to enable visitor to benefit from observation and comparative study.

Other Considerations:
No academic transcript needed.

.....

Title & Code: PUBLIC PORT AUTHORITIES
PORT ENGINEERING - 360-3

Maritime Administration

Duration: 2-6 months, depending both on experience of trainee and on his major training interest. Specific dates vary with availability of training capacity.

Locale: Port authorities, private construction, design and consultant firms, manufacturers, soil, concrete and erosion, etc. private, Federal, university as needed.

PIO/P Category and cost per month: Non-academic- $1,250/ month

Development Objectives:
To provide foreign port engineers an opportunity to observe advanced design, construction and maintenance practice for port and harbor structures and protective works.

In the case of the heavily academic programs referred to under "Other Considerations" the objective is to provide trainees of high school level, age, and education training which will leave them with Civil Engineering/Electrical Engineering/Mechanical Engineering degrees as needed, plus practical exposure in port specialties.

Training Plan:
Information under this heading is included under "Other Considerations" and "Development Objectives."

Candidate Requirements:
Engineering degree, experience in field of training.

Other Considerations:
Academic: We have also handled port engineering programs which comprise 2-4 years of academic degree work, with observation and on-the-job time during vacations and at conclusion of academic work.

Academic transcript needed only if training requirements manifestly include academic work.

.....

Title & Code: VESSEL CONSTRUCTION AND REPAIR - 360-4

Maritime Administration

Duration: 2-4 months, depending on availability of training, which is very limited.

Locale: Shipyards, Federal agencies

PIO/P Category and cost per month: Non-academic- $1,250/ month

Development Objectives:
These observational and study programs are framed to give professional naval architects, marine engineers, construction and repair specialists, shipyard managers, etc., an intensive short duration view of U.S. practice in the field.

Training Plan:
Assignments to various private shipyards, yards of a character (new construction, repair, ocean vessel, river craft, fishing boats, etc.) compatible with visitors' needs. Participants are under guidance of

Maritime Administration construction and repair representatives who are either based in the yards or in the vicinity.

Assignments as necessary to agencies public and private concerned with construction, repair and safety standards, such as Coast Guard and the American Bureau of Shipping.

In some programs, where the training centers on vessel safety from a central government standpoint, a major portion of training time is spent in formal Coast Guard courses.

Candidate Requirements:
Comprehensive experience in field of training - most programs are at a professional level requiring an engineering degree.

Other Considerations:
No academic transcript needed.

.....

FEDERAL AVIATION ADMINISTRATION

DEPARTMENT OF TRANSPORTATION

The Federal Aviation Administration has arranged training programs for more than 1900 foreign national participants in the past ten years representing more than 50 countries. Approximately 75% of the participants were sponsored by the Agency for International Development, with the remainder being sponsored by the International Civil Aviation Organization and by direct country sponsorship through the Department of State.

Training in all phases of civil aviation can be provided by the Federal Aviation Administration. Participants coming to the United States for training in Air Traffic Control, Maintenance of Air Navigational Aids, Supply Management, Airport Engineering, and Flight Standards normally attend formal courses at the FAA Academy in Oklahoma City, followed by practical training at field facilities. However, there are many phases of aviation which are not taught at the Academy and therefore must be obtained from the aviation industry. These include basic flight training, aircraft dispatching, aircraft firefighting, aviation mechanics, and airport management.

The programs described on the following pages are the ones which have been in the greatest demand. However, other programs in civil aviation can be arranged with adequate lead time and with the training objectives clearly stated.

Title & Code: ADVANCED AIR TRAFFIC CONTROL COURSE FOR INTERNATIONAL PARTICIPANTS, (50003) - 370-1

Department of Transportation, FAA

Begins: July and January each year Duration: 18 weeks

PIO/P Category/Cost Per Month: Non-academic- $1,250/ month

Development Objectives:
Upon completion of this course, the participant should be able to:

1. Analyze the use of the various types of navigational aids in the air traffic control system.

2. Demonstrate a knowledge of the Federal Aviation Regulations pertinent to air traffic control.

3. Interpret and utilize weather information as required in providing air traffic services.

4. Demonstrate professional techniques in the application of enroute and terminal air traffic control, utilizing radar and non-radar procedures.

5. Explain the basic fundamentals of radar and the radar characteristics and phenomena which pertain to air traffic control.

Training Plan:

1 week	Attend Washington International Center
12 weeks	Attend the advanced ATC Course, 50003, at the FAA Academy
3 weeks	Familiarization visits to FAA air traffic facilities
1 week	Attend the Communication Workshop
1 week	Preparation of final reports and make preparations to return home

Candidate Requirements:
Employment in the field of air traffic at the professional (journeyman) level and a minimum of three years' experience in the control of air traffic.

.....

Title & Code: AIR TRAFFIC FACILITY ADMINISTRATION COURSE (50004) - 370-2

Department of Transportation, FAA

Begins: October and May each year Duration: 10 weeks

PIO/P Category/Cost Per Month: Non-academic- $1,250/ month

Development Objectives:
Upon completion of this course, the participant should be able to:

1. Perform analyses in the preparation and modification of air traffic control position/job descriptions.

2. Prepare an air traffic organization chart.

3. Identify the function of air traffic control policy statements and the need for systematizing the communication of policy.

4. Identify the major subdivisions of a Letter of Agreement in Accordance with FAA practice.

5. Recognize the need for an air traffic facility reporting system and identify the relationship of ATS facility reports and planning.

6. Articulate the major problem areas that may be encountered in air traffic facility scheduling with an identification of technique in an accomplishment of more effective scheduling.

7. Identify the philosophy underlying the establishment and maintenance of job performance standards (FAA).

8. Describe a general framework for employee appraisal and the elements involved in conducting performance review discussions.

9. Utilize the interview technique with greater skill and perform more effectively in conference situations.

10. Recognize the role of the supervisor/manager in air traffic employee development (FAA).

11. Identify a general method for the development and evaluation of an air traffic facility training program.

Training Plan:

1 week	Attend Washington International Center
4 weeks	Attend the Air Traffic Facility Administration Course, 50004, at the FAA Academy.
3 weeks	Visit selected air traffic control facilities.
1 week	Attend the Communication Workshop.
1 week	Prepare final reports and make preparations for return home.

Note:
If desired, participants to attend this course may also be programmed for course 50003. Missions should determine individual needs of participants before submitting PIO/P's.

.....

Title & Code: INTERNATIONAL FLIGHT INSPECTION PILOT (20709) - 370-3

Department of Transportation, FAA

Begins: As announced Duration: 15 weeks

PIO/P Category/Cost Per Month: Non-academic- $1,250/ month

Development Objectives:
Upon completion of this course the participant should be able to:

1. Assemble all necessary facility data for effective flight inspection pre-flight planning and confirm the readiness of the airborne data collective system.

2. Conduct flight inspection evaluations of air navigational aids in accordance with ICAO requirements in the United States Standard Flight Inspection Manual.

3. Analyze, evaluate, and correlate all flight inspection data relative to facility performance.

4. Determine whether facility meets acceptable performance requirements or whether adjustments must be made.

5. Document facility status on appropriate report forms.

Training Plan:

1 week	Attend the Washington International Center
8 weeks	Attend the International Flight Inspection Pilot Course 20709 at the FAA Academy
4 weeks	Practical training at an FAA flight inspection district office
1 week	Attend the Communication Workshop
1 week	Washington - Make preparations for returning home

Candidate Requirements:

1. Satisfactory completion of directed study course 24005, Flight Inspection Fundamentals.

2. Participant must possess an instrument rating, multiengine rating, and preferably have a minimum of 250 hours pilot-in-command experience in transport category aircraft. United States FAA certificates are not required.

.....

Title & Code: INTERNATIONAL FLIGHT INSPECTION TECHNICIAN (20710) - 370-4

Department of Transportation, FAA

Begins: As announced Duration: 15 weeks

PIO/P Category/Cost Per Month: Non-academic- $1,250/ month

Development Objectives:

Upon completion of this course, a participant should be able to:

1. Perform a pre-flight check of the avionics and airborne data collection system.

2. Perform in-flight functions relating to the recording facility performance data.

3. Analyze, interpret and correlate recorded data and report this information to the aircraft commander.

4. Erect, calibrate, and operate special auxiliary devices used in connection with the tracking of or communications with the flight inspection aircraft.

Training Plan:

1 week	Attend the Washington International Center
8 weeks	Attend the International Flight Inspection Technician Course 20710
4 weeks	Practical training at an FAA flight inspection district office
1 week	Attend the Communication Workshop
1 week	Washington - Make preparations for returning home

Candidate Requirements:

1. Satisfactory completion of FAA directed course 24005, Flight Inspection Fundamentals.

2. Participant should possess a basic knowledge and skills in the electronics field of airborne or navigational aid systems.

.....

Title & Code: COMMUNICATION EQUIPMENT COURSE FOR INTERNATIONAL PARTICIPANTS (40010) - 370-5

Department of Transportation, FAA

Begins: As announced Duration: 18 weeks

PIO/P Category/Cost Per Month: Non-academic- $1,250/ month.

Development Objectives:

The International Equipment formal course is a combination of two courses. The first, Solid State Devices, is of two-weeks duration. Upon completion of this phase, the participant should be able to:

1. Apply a general knowledge of semi-conductor devices with respect to concepts of biasing, stabilization, common circuit configurations, typical input and output impedances, typical voltages, high frequency effects, and coupling methods.

2. Perform circuit analysis, trouble shooting, and maintenance on typical applications of circuits employing solid state devices.

3. Test transistors and other solid state components for their operational characteristics.

4. Understand solid state applications to the degree that he can be taught to analyze advanced circuits and systems which are included in equipment course.

Upon completion of the eight-week Communication Equipment phase of the course, the participant should be able to:

1. Explain the principles of test and measuring equipment.

2. Utilize standard test equipment in making performance measurements of communications equipment.

3. Analyze and check performance of control equipment.

4. Analyze, time and load communications type transmitters.

5. Analyze and check performance of communications receivers.

6. Explain the principles of radio telecommunications transmission and reception.

7. Understand and apply standard installation and maintenance practices.

Training Plan:

1 week	Attend the Washington International Center
10 weeks	Attend the Communication Equipment Course for International Participants 40010 at the FAA Academy
5 weeks	Practical training at FAA field facilities
1 week	Attend the Communication Workshop
1 week	Washington - Make preparations for returning home

Candidate Requirements;
A basic knowledge of electronics and mathematics such as gained from satisfactory completion of a technical training school or engineering school.

.....

Title & Code: AIRCRAFT DISPATCHING - 370-6

Department of Transportation, FAA

Begins: Each Month **Duration:** 30 weeks

PIO/P Category/Cost Per Month: Non-academic- $1,250/ month

Development Objectives:
Upon completion of this course a participant should be able to pass the FAA written and practical examinations for his Aircraft Dispatcher Certificate.

Training Plan:

1 week	Attend the Washington International Center
20 weeks	Attend an FAA certificated Aircraft Dispatcher Course
7 weeks	Practical training with an airline
1 week	Attend the Communication Workshop
1 week	Washington to make preparations for returning home

Candidate Requirements:
Participant should have three years' experience in Air Traffic Control or two years' experience in aircraft dispatching work, or possess a commercial pilot certificate.

.....

Title & Code: AIRCRAFT MAINTENANCE - 370-7

Department of Transportation, FAA

Begins: Each month **Duration:** 65 weeks

PIO/P Category/Cost Per Month: Non-academic- $1,250/ month

Development Objectives:
Upon completion of this course, the participant should be able to pass the FAA examinations for his Airframe and Powerplant Maintenance Certificate.

Training Plan:

1 week	Attend the Washington International Center
62 weeks	Attend an FAA approved Airframe and Powerplant Maintenance Course
1 week	Attend the Communication Workshop
1 week	Washington to make preparations for returning home

Candidate Requirements:
Graduation from high school or equivalent preparation. Academic records should show that participant can do satisfactory work in basic mathematics and science.

.....

Title & Code: ELECTRO-MECHANICS 370-8

Department of Transportation, FAA

Begins: Monthly on a space available basis Duration: 28 weeks

PIO/P Category/Cost Per Month: Non-academic- $1,250/ month

Development Objectives:
This program is primarily for personnel assigned responsibility for the installation, maintenance, and evaluation of electro-mechanical equipment.

Training Plan:

1 week	Attend the Washington International Center
5 weeks	Attend Electrical Principles Course, 40100 at FAA Academy
4 weeks	Attend Gasoline Engine Generator, 40101
3 weeks	Attend Diesel Engine Generator Course, 40104
3 weeks	Attend Visual Navigation Aids Systems (VNAS) Course, 40106
3 weeks	Attend Air Conditioning Course, 40114
2 weeks	Solid-State Fundamentals for Electro-Mechanical Career Field Course, 40115
5 weeks	Practical training with FAA technicians
1 week	Attend the Communication Workshop
1 week	Washington - Make preparations for returning home

NOTE:
It is unlikely that one participant would need all of the above courses. In such cases, the course length and cost can be reduced accordingly.

Candidate Requirements:
Should have some training and work experience in Electro-Mechanical career field. Course 40100 is a prerequisite for other courses.

.....

Title & Code: ILS/VOR MAINTENANCE - 370-9

Department of Transportation, FAA

Begins: As announced Duration: 22 weeks or less

PIO/P Category/Cost Per Month: Non-academic- $1,250/ month

Development Objectives:
The formal training is divided into three phases: Advanced ILS/VOR Principles 40214, VHF Omni-Directional Range (VOR) 40215, and Instrument Landing System (ILS) 40206. It is not necessary to take both equipment courses (40215 and 40206) if only one is needed.

Upon completion of the Advanced ILS/VOR Principles Course, the participant should be able to:
1. Comprehend and assimilate the subject material presented in either the VOR Course 40215 or the ILS Course 40206.

Upon completion of the VOR Course 40215, the participant should be able to:
1. Perform a systematic equipment tune-up of a complete dual VOR system.

2. Run system ground checks and analyze error curves for spec type of errors found in VOR equipment.

3. Analyze and correct complex troubles encountered in the its associated monitoring and control equipment.

Upon completion of the ILS Course 40206, the participant should be able to:

1. Locate and identify all ILS components and controls.

2. Perform all maintenance checks and adjustments.

3. Recognize and correct all deficiencies and malfunctions.

4. Analyze the operation of the ILS equipment and evaluate effect of related equipments.

Training Plan:

1 week	Attend the Washington International Center
4 weeks	Attend the ILS/VOR principles Course 40214 at the FAA Academy
4 weeks	Attend the VOR Course 40215
6 weeks	Attend the ILS Course 40206
5 weeks	Practical training with FAA technicians at a field location
1 week	Attend the Communication Workshop
1 week	Washington - Make preparations for returning home

Candidate Requirements:
The Advanced ILS/VOR Principles Course is a prerequisite for either the VOR Course or the ILS Course. To attend the Principles course, the participant must have a strong background in electronic fundamentals and engineering mathematics.

.....

Title & Code: RADAR MAINTENANCE - 370-10

Department of Transportation, FAA

Begins: As announced Duration: 25 weeks

Development Objectives:
The Radar Principles formal training is divided into Courses A and B. Upon completion of Course A, a participant should be able to:

1. Explain the general theory of a pulse type radar system, discuss the function of the components at block diagram level, and recognize the advantages and limitations of this type system.

2. Explain the general operating principles of Beacons, RML Systems, BRITE and RBDE Systems, the ARTS, and the Common Digitizer, and discuss the function of each in controlling air traffic.

3. Analyze vacuum tube and transistor amplifier circuits including feedback, operational, and differential types.

4. Explain in detail the operation of coupling decoupling, clipping, and clamping circuits.

5. Determine the Fourier components necessary to adequately reproduce video pulses.

6. Demonstrate understanding of the operation of vacuum tube and transistor types of voltage and current regulators.

7. Explain the operation of diode and transistor "AND" and "OR" gates.

8. Analyze multivibrator, phantastron, and blocking oscillator circuits.

9. Demonstrate understanding of the detailed operation of radar display systems including electrostatic and electromagnetic cathode ray tubes, mapper CRT's, scan converter tubes, BRITE display tubes, and digital azimuth systems, sweep generators and deflection circuits.

10. Explain the operation of both optical and photomultiplier type of video mapping techniques.

Upon completion of Course B, a participant should be able to:

1. Analyze radar pulse modulator circuits.

2. Explain the detailed operation of magnetrons, amplitrons, and power klystrons.

3. Demonstrate a comprehensive knowledge of waveguide systems and resonant cavities.

4. Explain the theoretical operation of radar antennas and the propagation of microwave energy through space.

5. Demonstrate understanding of radar receiver operation and how usable sensitivity is limited by noise voltages.

6. Explain in detail the operation of analog and digital moving target indicator circuits.

Training Plan:

1 week	Attend Washington International Center
7 weeks	Attend Radar Principles Course A at the FAA Academy
6 weeks	Attend Radar Principles Course B
5 weeks	Attend Radar Option Course

NOTE:
This is dependent on type(s) of equipment used in each country; such as long range, air surveillance, beacon radar, etc. In some instances, it is necessary for participants to attend more than one option course.

4 weeks	Practical training with FAA radar technicians
1 week	Attend the Communication Workshop
1 week	Washington - make preparations for returning home

Candidate Requirements:
Electrical knowledge level equal to a two-year technical institute graduate. Course A is a prerequisite for Course B.

.....

Title & Code: TACAN MAINTENANCE 370-11

Department of Transportation, FAA

Begins: Each quarter Duration: 22 weeks

PIO/P Category/Cost Per Month: Non-academic- $1,250/ month

Development Objectives:
Upon completion of this course, a participant should be able to:
1. Identify and explain the operation of the RF and magnetic devices used in RTN-2 TACAN equipment.

2. Recognize and evaluate the waveshaping, amplification and pulse circuitry in the TACNA equipment.

Training Plan:

1 week	Attend the Washington International Center
8 weeks	Attend Rho-Theta (TACAN) Principles Course, 40200, at FAA Academy
6 weeks	Attend Rho-Theta Navigation Equipment Model RTN-2, 40201
5 weeks	Practical training with FAA technicians
1 week	Attend the Communication Workshop
1 week	Washington - Make preparations for returning home

Candidate Requirements:
Satisfactory completion of one or more of the following:
1. Directed Study Course 44504, Electronic Fundamentals and Engineering Mathematics

2. Advanced ILS/VOR Principles Course, 40204

.....

LABOR

-400-

UNITED STATES DEPARTMENT OF LABOR

It is important, as has been recognized in the Foreign Assistance Act, that programs for development of human resources be of first concern for developing nations. This means that careful consideration should be given to the human resources problems which are basic obstacles to economic development and high priority given to manpower, labor, and other programs which will help overcome those obstacles.

The Department of Labor has, for many years, cooperated fully with AID in implementing this policy by making its specialized skills and technical resources available for the training of AID participants. Courses are offered for foreign governmental officials, trade union, employer, and other nongovernmental representatives who are concerned with specialized aspects in the labor and manpower fields.

Programs are available in the following subject-matter areas: (a) trade union development, (b) labor-management relations, (c) manpower, (d) industrial training, (e) labor standards, (f) labor statistics, (g) labor ministry administration, (h) labor safety, and (i) women's role in the labor force.

The training programs described hereinafter have all been conducted for personnel from developing countries. Since the mid-forties the Department of Labor has provided training to over 11,000 persons.

A few programs, such as the International Manpower Seminars and the training in labor statistics, are conducted on a regular, recurring, and fixed schedule. However, most of the programs are conducted on an unscheduled basis, when requested. In most cases variations to suit the needs of particular groups can be made. The Department of Labor is also prepared to develop new programs to fit the training needs of participant groups whose specific interests may not be met by the programs listed.

Title & Code: HARVARD TRADE UNION PROGRAM - 410-1

U.S. Department of Labor

Duration: Participants should arrive in U.S. on the first of February or September each year for the 120-day program.

PIO/P Category and cost per month: Non-academic- $1,250/ month

Development Objectives:
Harvard University conducts special programs for the training of American trade unionists in which foreign participants, with a good command of English, are permitted to attend.

The Harvard Trade Union Program is designed to provide training for executive and administrative staff and to enable union officers to perform more important and useful roles in the labor movement and the community in general. The courses deal with policy questions, and problems which confront the union leader in the discharge of his responsibilities. Attention is directed to organizing activities, negotiations, and administration of trade union agreements, presentation of problems to governmental agencies and arbitrators, relations with the community, and similar problems.

AID-sponsored participants may be awarded a diploma by Harvard University.

Upon completion of the Harvard Program the participant visits industrial establishments, trade unions and community organizations to observe at firsthand those techniques and practices studied at Harvard.

Training Plan:
The participant spends about 10 days in Washington, D.C. before going to Harvard.

While at Harvard the participant lives on campus with the American trade unionists in attendance. The formal study program is divided about equally among the following subjects: (1) Problems in Labor Relations; (2) Economic Analysis; (3) Labor Law and Arbitration; (4) Trade Union Administration; (5) Wage Administration and Benefit Programs; (6) American Labor History and International Labor Affairs; (7) Public Speaking and Parliamentary Procedure, and (8) Collective Bargaining Seminars. The University phase of the program lasts thirteen weeks.

The remainder of the time is devoted to a brief field experience with trade unions, industrial establishments and community organizations.

Candidate Requirements:
Participants are expected to be trade union leaders or officials.

Other Considerations:
Nomination Deadline: July 1 and December 1 of each year.

English Language Requirements: Participants must have a good command of English language.

No academic transcript needed.

.....

Title & Code: TRADE UNION TECHNICIAN TRAINING - 410-2

U.S. Department of Labor

Duration: Six weeks

Begins: Program can start anytime to meet requirements of the Mission.

PIO/P Category and cost per month: Non-academic- $1,250/ month
For team of six participants.

Development Objectives:
The objective is to provide a broad exposure to the American trade union scene in the areas of collective bargaining; grievance procedures; union financing; duties of union officers; how to conduct a union meeting; the union in community affairs; how to deal effectively with management; communication between the union and its membership; how to organize unions in new establishments; trade union productivity; union health and safety programs; trade union research; industrial engineering activities of unions; and special emphasis can be placed on particular subjects as needed.

Programs can also be provided to strengthen labor-management relations of American owned firms abroad.

Training Plan:
Training begins with one week in the Washington, D.C. area to include orientation and a program with the AFL-CIO and with international unions headquarters. Time is scheduled with government agencies for explanations covering labor law administration; industrial safety; and social security provisions. Three days or more, depending on needs, can be devoted to an orientation in the Trade Union Education Center. The orientation led by union officials covers the history, structure and functions of the American labor movement.

One week can be devoted to a selected American community where the participants are invited to meet union leaders in the community to see at firsthand the impact of labor on the community.

One week can be devoted to attendance at a trade union seminar at a selected university. Here the participants can actively participate with American trade unionists in the seminar, and share accommodations on campus with others attending the seminar.

The three weeks remaining in the program can be devoted to meeting with counterpart union and industrial establishments and with other community organizations.

Candidate Requirements:
Active membership in a trade union or close association with union activities.

This program is recommended for rank and file trade unionists through trade union officers at the federation level. The level of the study program can be graded to meet the level of the participants.

Other Considerations:
Program cost would be materially reduced for English-speaking group.

Nomination Deadline: Two months before arrival in U.S.

English Language Requirements: English not required subject to the availability of interpreters.

No academic transcript needed.

.....

Title & Code: COOPERATIVE TECHNICIANS TRAINING - 410-3

U.S. Department of Labor

Duration: Eight weeks

Begins: Any time

PIO/P Category and cost per month: Non-academic- $1,250/ month

Development Objectives:
Through utilization of its specialized governmental and private resources and relationships, the Department of Labor offers technical training for participants concerned with consumer or production cooperatives. Training is tailored to the particular needs and institutions in the participants' countries. The specialized resources of American consumer cooperatives, trade unions, governmental agencies and universities are used.

A comprehensive program in the study of cooperatives is offered for approximately six-member teams for eight weeks or longer as required.

The course of study may be directed toward the development of new cooperatives or the strengthening of existing cooperatives.

Attention is given to the study of the organization and administration of all kinds of cooperatives, including consumer cooperatives, housing cooperatives, credit unions, producer cooperatives, agricultural cooperatives, etc. Emphasis can be placed on any type of cooperatives appropriate to the participants' interests.

Training Plan:
The usual eight week training plan includes one week in Washington, D.C. for basic orientation and meetings with appropriate officials. For two weeks of the program the team is enrolled at the University of Wisconsin in the Cooperative Training Institute. At the Institute the team attends seminars on cooperative principles, including practical issues such as methods of efficient management.

Following the team's attendance at the Institute, a highly specialized three-weeks internship with technicians in cooperatives, credit unions and trade unions is offered at the educational level of participants. This phase of the program is supplemented by an additional two weeks in the field observing selected types and cooperatives.

The length of the program may be adjusted to meet objectives.

Candidate Requirements:
Membership in or employment by a cooperative association, or affiliation with an organization preparing to start a cooperative.

Other Considerations:
Nomination Deadline: Two months before program implementation.

English Language Requirements: A thorough knowledge of English is required unless interpreter is provided.

No academic transcript needed.

.....

Title & Code: LABOR EDUCATION TECHNICIAN TRAINING - 410-4

U.S. Department of Labor

Duration: 13 weeks

Begins: Program can start any time

PIO/P Category and cost per month: Non-academic- $1,250/ month
For team of three participants.

Development Objectives:
This project provides for approximately thirteen weeks of training in the United States for teams of about three labor education specialists and trade unionists specializing in trade union-sponsored education programs.

The team sees how programs are organized and conducted by U.S. trade unions. The role of American universities in worker education is explained.

The program demonstrates workers' education programs in collective bargaining, contract writing and the training of democratic and responsible trade union administrators and staff technicians. The study program includes the study of wage rates, costs, profits, labor productivity and related factors.

Training Plan:
The team spends some time with the education department of the AFL-CIO in Washington, and with worker education technicians and directors of national unions and organizations. Included as a part of the Washington phase is a seminar on the use of visual aids; the communication of ideas; and adapting of worker education programs to participant's home country.

Three weeks are devoted to attending a trade union seminar at a selected American University. Here the participant studies the development of worker education courses as to content; the use of university facilities for the course, and financing.

One week of the program is given to a community exposure to observe the impact of worker education programs on the community. Consideration is given to the impact of worker education in political affairs; community services and attention to the economic welfare of the worker.

Three weeks are devoted to attending one-week summer institutes conducted by different trade unions. Here they attend seminars, workshops and discussion groups on collecting bargaining, taxes, community action, union finances, and local union leadership. The remainder of the program is custom-tailored to participants' needs to implement Mission objectives, at the state, district and local level, in selected areas.

Candidate Requirements:
Participants are expected to be actively engaged in labor education programs, or in training for such work after their return to their country.

Other Considerations:
Nomination Deadline: Two months before arrival in the United States.

Documentation to AID/W: Two months before implementation of program.

No academic transcript needed.

English language requirements: None

.....

Title & Code: SKILL TRAINING - 420-1

U.S. Department of Labor

Duration: Three to six months

Begins: Beginning of a term or subject to negotiation on an individual project basis.

PIO/P Category and cost per month: Non-academic- $1,250/ month

Development Objectives:
The Department of Labor's Bureau of Apprenticeship and Training develops skill training programs for foreign participants in any one or a combination of the following:

1) Pre-apprenticeship training.

2) Apprenticeship programs conducted by various industries in cooperation with the Federal Committee on Apprenticeship; National, State, and Local Joint Apprenticeship Committees and State Apprenticeship Councils.

3) Role of vocational education in apprentice training and related instruction for apprentices.

4) Organization and operation of apprenticeship by industry.

5) Supervisory programs; journeymen skill improvement program; methods of training production workers; MDTA training programs.

6) Functions of training directors in industry. Functions of private and government organizations and agencies in the training field.

7) Role of labor unions and other organizations in industrial training programs.

8) Training methods and techniques; other technical training interests not covered by above.

Training Plan:
1 week W.I.C. - U.S. orientation.
1 week - Department of Labor orientation.
Technical orientation with functioning experts when required.

Field Program
To be developed in pertinent parts of U.S. with counterparts and experts in American industry; trade, vocational, and other educational institutions; trade associations; trade unions; and community organizations.

Participation in pertinent seminars, workshops, trade shows, in-plant training courses directly related to technical training objectives.

Attendance at A.I.D. Communication Workshop.

Washington, D.C.
Program review, evaluation, final report; and pre-departure preparations.

Candidate Requirements:
Training and Experience:
A combination of one or more of the following: secondary school or attendance at a college or university; technical, vocational or trade school; practical experience on the job in manpower development and training.

Other Considerations:
Programs may include academic courses at accredited institutions followed by practical field program in industry.

Nomination Deadline: 4-6 months before desired implementation date.

Documentation to AID/W: Minimum of three months prior to call forward date.

English Language Requirements:
Individual Participants must meet minimum qualifying scores established by ALIGU battery of objective tests as stated in AID Manual Order 1382.3.

Non-English Speaking Groups: Prior approval of AID/W should be obtained for limited interpreter service available for non-English speaking groups.

Transcripts of Academic Records:
Mandatory and should be included with documentation to AID/W when academic studies at universities or colleges are an integral part of program objectives. Minimum of six months required to gain enrollment in major educational institutions.

.....

Title & Code: ADMINISTRATION AND OPERATION OF MANPOWER AGENCIES INCLUDING PUBLIC EMPLOYMENT SERVICES - 420-2

U.S. Department of Labor

Duration: 13 weeks

Begins: At any time

Ends: Program is developed on an individual project basis

Locale: International Manpower Institute for Training and Education

PIO/P Category and cost per month: Non-academic- $1,250/ month

Development Objectives:
It is the intent of this program to provide training opportunities for any of the specific activities described in M.O. 1612.40.4-Manpower and Employment Development. These activities fall within the following four areas: Employability development, job development, the employment placement process and utilization. Most of this training will be provided through the U.S. Department of Labor Manpower Administration and the affiliated regional offices and State employment security agencies. Community training may be provided in any of 2,400 offices of the system depending upon the level and scope of training needed. In some instances, such as training and vocational guidance, academic attendance may be indicated and this cost is not reflected in the duration and cost estimate.

1. Administration and Management of Public Employment Services:

Central and local office organization, management and supervision. Recruitment of employment service personnel; staff training; basic elements in establishing and further developing an employment service, including organizational steps, program components, staff utilization, legislative and financial provisions.

2. Placement Process: Procedures for receiving, interviewing and registering applicants for employment; occupational classification; and the selection, referral, and placement of workers.

3. Selection Techniques: Use of aptitude, proficiency and work tests for selection; counseling and vocational guidance techniques; job orientation methods.

4. Services to Employers: Techniques for developing employment opportunities and services to employers; solicitng job orders; job market information.

5. Improving Employability of Workers: Policies and programs to improve employability of job seekers and to better utilize available manpower resources; institutional training; utilization of rehabilitative services.

6. Manpower Planning: For community economic development--plans, programs and job creation.

7. Job Market Information: Obtaining and presenting Job market information for policy formulation, program planning, management, evaluation and for economic analysis.

8. Occupational Analysis and Classification: Preparation of job descriptions; techniques of occupational analysis and job restructuring; occupational classification structure; development of job guides and other occupational informational materials.

Training Plan:
13 weeks
Washington, D.C.

1 week: W.I.C. - U.S. orientation
1 week: Dept. of Labor orientation
2 weeks: Orientation - public employment service operations in the United States

Discussions with functional experts in headquarters office.

Field Study

7 weeks: One or more field trips covering 1 week each in different communities for observation and study of programs and procedures.

1 week: Communication Workshop.

Washington, D.C.

1 week: Program review and supplementation, as appropriate.

Candidate Requirements:
Have or are expected to have responsibilities in administration and operations of a manpower agency activity including the public employment service requiring staff experienced in techniques such as aptitude testing, vocational guidance, job analysis, labor market information collection and employer services.

Other Considerations:
Nomination Deadline: 2 months before arrival in the United States.

Documentation to AID/W: 2 months before implementation of program.

English Language Requirements: A thorough knowledge of English is required unless interpreter provided.

No academic transcript needed.

.....

Title & Code: MANPOWER PLANNING EMPLOYABILITY DEVELOPMENT - 420-3

U.S. Department of Labor

Duration: 13 weeks

Begins: At any time

Ends: Program is developed on an individual project basis

Locale: International Manpower Institute for Training and Education

PIO/P Category and cost per month: Non-academic- $1,250/ month

Development Objectives:
To provide training in policies, programs and operations of institutions concerned with manpower planning, development and utilization. The U.S. Government has been carrying out an active manpower policy for more effective utilization of manpower, employability improvement and

job development. Innovation has been encouraged, many new programs have been put into effect and changes made in manpower planning methods, skill training techniques and the organization of institutions to deliver manpower services. The Manpower Development and Training Act (MDTA) and Economic Opportunity Act (war on poverty law) provided the legislative basis for most of these new programs. Training of participants will incorporate methods and techniques coming from experience in the newer programs as well as older established institutions.

Training Plan:
13 weeks
Washington, D.C.

1 week: W.I.C. - U.S. orientation
1 week: Dept. of Labor orientation
2 weeks: Orientation - public employment service operations in the United States

Discussions with functional experts in headquarters office.

Field Study

7 weeks: One or more field trips covering 1 week each in different communities for observation and study of programs and procedures.

1 week: Communication Workshop.

Washington, D.C.

1 week: Program review and supplementation, as appropriate.

Candidate Requirements:
Technical staff or senior executive staff requiring in depth study on an individual or small team basis, who have or expect to have responsibilities in manpower planning and employability development programs and institutions.

Other Considerations:
Nomination Deadline: 2 months before arrival in the United States.

Documentation to AID/W: 2 months before implementation of program.

English Language Requirements:
A thorough knowledge of English is required unless interpreter provided.

No academic transcript needed.

.....

Title & Code: POLICY MAKERS - SPECIAL PROGRAM - 430-1

U.S. Department of Labor

Duration: Any length program so as to meet convenience of participant.
PIO/P Category and cost per month: Non-academic- $1,250/ month
Development Objectives:
This course is designed to give the participants an overview of how we develop labor policy and programs. Functions of the U.S. Department of Labor and other Government labor agencies are described. Emphasis is put on basic policies which are fundamental in shaping the essential nature of labor relations and labor programs. The program is designed to demonstrate how government, free trade unions, and industry under a free enterprise system, can cooperate in strengthening the economy of a country.

Training Plan:
This program is tailor-made in all cases. A typical program involves two weeks in Washington for conferences with counterparts and experts, followed by a field program where the participant is given an opportunity to observe programs in action and an opportunity to visit academic institutions. Cultural activities are included in the schedule.

The duration of these programs must of necessity be adjusted to available time.

Candidate Requirements:
Intended primarily for policy making top level officials of Ministries of Labor or other government agencies responsible for labor policy. Also open to top level policy influencing officials of trade unions, employer organizations, and educational institutions.

Other Considerations:
$750 per month which will be decreased proportionately if training is for longer period.

Nomination Deadline: 2 months ahead of U.S. arrival, however can be flexible when necessary.

Documentation to AID/W: 2 months ahead of implementation.

English Language Requirements: If interpreter required for individual, must be funded out of PIO/P.

No academic transcript needed.

.....

Title & Code: LABOR MINISTRY LEADERSHIP - 440-1

U.S. Department of Labor

Duration: 7 weeks

PIO/P Category and cost per month: Non-academic- $1,250/ month

Development Objectives:
This program is designed for those concerned with how to build or strengthen labor ministries and, thus, provides a broad and general exposure to all major ministry functions including manpower, labor standards, labor statistics, the public administration aspects of government-labor institutions, and governmental responsibilities in the labor-management relations area.

The objective is to improve the capabilities of labor ministries, other labor agencies, and related organizations; and thereby enable them to more effectively organize and administer those programs which affect the social and economic welfare of workers, employers, and the general public. To support these broad objectives the seminar participants will be provided opportunities to examine, analyze, and discuss ways and means of labor ministry organization; the administration and enforcement of labor laws and programs; the use of ministry services to stabilize industrial harmony; and the varying needs of particular countries as dictated by different levels of economic and industrial development.

The subject-matter coverage has been selected primarily for officials of ministries of labor who have policy-making, administrative, or operation-planning responsibilities; however, trade union leaders, officials of educational institutes, or management personnel who have a need to obtain a better understanding of the role of labor ministries and the specialized programs which they administer may also participate.

Training Plan:
One week of general orientation; two weeks of discussions in Washington; one week of field observation; three weeks of specialized field study and observation; and a final week for consultation with AID and Labor Department officials.

Subjects will be divided into the following categories:

1. Ministry of Labor Organization and Operation--(a) Essential features of a Ministry of Labor, (b) Program development--assessment and determination of country and Ministry of Labor needs, (c) Budgeting, staffing, and financing, (d) Management and supervisory training, (e) Coordination of Labor Ministry programs with other governmental activities.

2. Protective Labor Laws and Their Administration--(a) Attitudes of employees, employers, trade unions, and the public toward protective labor laws, (b) General scope of protective laws - wages, hours, Social Security, Safety, (c) Organization and direction enforcement programs, (d) Selection and training of labor inspectors, (e) Inspection techniques and methods, (f) Offices within Ministry assigned program responsibility.

3. Labor Management Relations Laws and Their Administration--(a) Objectives of Labor Relations Laws, (b) National government and Ministry policy on unions and collective bargaining, (c) Codes of conduct for management and labor, (d) Representation elections and certification of bargaining units, (e) Regulation of picketing, strikes, and boycotts, (f) Investigation and correction of unfair labor practices.

4. Labor Ministry Supporting Services and Activities--(a) Mediation, arbitration and conciliation of labor disputes, (b) Public relations, preventive mediation, and education programs, (c) Apprenticeship and training programs, (d) Employment services, (e) Compilation of labor statistics.

5. Labor and Management Organizations in the Administration of Labor Programs--(a) Employee unions, management organizations in both private and public sectors, (b) Principles of Freedom of Association, (c) Management and union recognition, (d) Labor and Management interests in Productivity, (e) Employee incentives and motivation plans, (f) Worker welfare, health and fringe benefits, (g) Worker education programs, (h) Supervisory and Management training.

6. Field Study and Observation--(a) Federal Government and State labor agencies, (b) Union management and industrial establishments, (c) Universities, colleges, and vocational schools.

Candidate Requirements:
Officials of foreign labor ministries who have responsibilities for developing or strengthening the overall programs and activities of their ministries.

Minimum number of participants should be five and could be multinational.

Other Considerations:
Nomination Deadline: At least 3 months before arrival in U.S.

Documentation to AID/W: Two months before implementation of program.

English Language Requirements: Thorough knowledge required unless an interpreter is provided.

No academic transcript needed.

.....

Title & Code: OCCUPATIONAL SAFETY AND HYGIENE - 450-1

U.S. Department of Labor

Duration: Six weeks - one year

Begins: Any time

PIO/P Category and cost per month: Non-academic- $1,250/ month

Development Objectives:
To train foreign nationals in the field of industrial safety and hygiene as it is practiced in the United States. The participant is shown the practical approach to industrial safety and hygiene so that he may adapt those ideas that will be usable in his country.

In planning specific programs, there is considerable flexibility as to both the training method to be used and the subject-matter content. Programs can be primarily "non-academic" with particular emphasis on practical exposure in industry or a combination of "academic" and "practical" exposure. When desired, brief "policy level" exposure can be arranged for high-level "V.I.P." participants.

The subject-matter content of all programs is closely tailored to the specific needs of the participants. For example, specialized technical programs can be arranged for participants concerned with such particular specialized fields as:

Chemical and Atomic Radiation
Traffic and Motor Vehicle Safety
Electrical Safety
Construction Safety

Training Plan:
Training is provided for those who come to this country, generally in groups, and remain for six weeks, or for shorter periods of time.

Arrangements can be made for shorter or longer period of study and special arrangements can be made to adapt the course content to meet special needs of the participant. Subjects such as the following will be included: (1) introduction to industrial safety; (2) accident cost control; (3) the accident, its cause and correction; (4) appraising safety performance; (5) accident reports and records; (6) labor-management cooperation; (7) promoting worker interest; (8) hand tools; (9) the prevention of falls; (10) low voltage electrical hazards; (11) safeguarding of machinery; (12) plant housekeeping; (13) planning, layout and arrangement; (14) fire prevention and protection, etc.

The training course includes: orientation at Washington International Center and the U.S. Department of Labor; classroom training in the Department of Labor; field study which will include visits to state departments of labor where the participant will accompany a state factory inspector on inspection tours to industries which are similar to those in his country, national associations such as National Safety Council, Underwriters Laboratories, United States Standards Institute, and private industries which are similar to those in participants countries; classroom study and visits to various Federal agencies; Communication Workshop; evaluation of training program, and other arrangements.

Candidate Requirements:
The course is designed for staff members of labor ministries and other Government agencies, as well as persons from labor and industry, who are interested in safety.

Other Considerations:
Nomination Deadline: 2 months before arrival in U.S.

Documentation to AID/W: 2 months before implementation of program.

English Language Requirements: A good knowledge of English is required unless interpreter service is provided.

No academic transcript needed.

.....

Title & Code: DISPUTE SETTLEMENT--ARBITRATION, MEDIATION, CONCILIATION - 460-1

U.S. Department of Labor

Duration: 8 weeks

Begins: At any time as required

PIO/P Category and cost per month: Non-academic- $1,250/ month

Development Objectives:
Seminars aim at providing an intensive exploration of the various laws and practices relating to the settlement of labor disputes in the United States and firsthand exposure to labor relations practices generally with regard to mediation and arbitration at the Federal, State, and private levels. The program covers a broad range of alternative approaches to providing mediation and conciliation services through formal structures as well as alternative methods and techniques that provide a frame of reference from which officials in developing countries can select those approaches most readily adaptable to the special needs of their countries.

This program may be presented in 8 weeks or shorter depending upon the desired emphasis and the amount of mix between classroom type instruction and workshops and field trips to selected State and local mediation services, industrial facilities of particular interest to the participants and private dispute settlement organizations. It may also include visits to universities or other schools which specialize in labor-management relations matters. When possible include firsthand observation of dispute settlement agencies in action as well as visits and discussions with national labor and management organizations.

Training Plan:
Each program can be arranged to emphasize those aspects of dispute settlement and related subjects which are best suited to the predominate needs of the participants' countries. The following is a typical outline:

1. Government labor agencies in the United States--legal framework, organization and structure, functions and activities.

2. Labor unions in the United States--historical background, organization and objectives of AFL-CIO.

3. Management organizations in the United States-history, functions, status.

4. Collective bargaining, practices and programs.

5. Functions of the National Labor Relations Board (and National Mediation Board) in the settlement of labor disputes.

6. The role of Federal and State mediation agencies in the settlement of labor disputes--principle and practices of labor mediation, theory of dispute settlement, the philosophy of voluntary mediation, voluntary arbitration versus compulsory arbitration, the public interest.

7. Grievance procedures and the collective bargaining agreements.

8. The arbitration process.

9. Other methods of labor disputes settlement--labor management advisory committees, fact-finding boards, tripartite conferences, and

10. The role of the courts in the settlement of labor disputes and other related labor-management matters.

Candidate Requirements:
These seminars are designed for senior government executives who now exercise or will be expected to be involved in top level responsibilities in the administration of activities aimed at the settlement of labor disputes. The program is adaptable to the needs of senior labor ministry people who will supervise such programs as well as those officials who may be involved in the actual administration of such programs.

Other Considerations:
Nomination Deadline: 2 months before arrival in U.S.

Documentation to AID/W: PIO/P - A narrative explanation of background, circumstances and purposes will help in tailoring the program to meet the needs of the developing country.

English Language Requirements: A thorough knowledge of English is required unless interpreters are provided.

No academic transcript needed.

.....

Title & Code: UNIVERSITY TRAINING - LABOR - 460-2

U.S. Department of Labor

Duration: One term is minimum

Locale: At a university

Begins: Beginning of term

PIO/P Category and cost per month: Academic- $800/ month

Development Objectives:
Non-degree training at a university in the general labor/manpower field. This is designed to enable a participant to study a specific field of labor or manpower in depth and international labor relations.

Training Plan:
One week general orientation at Washington International Center, followed by a week in the Department of Labor for general orientation.

Depending upon request and scheduling participant will be enrolled as a special student to audit selected courses. Here he should have the opportunity to consult with his professors on specific problems he has to contend with at home.

After conclusion of academic training, a field program is arranged to give the participant an opportunity to observe in practice the theories studied.

Candidate Requirements:
Must have adequate academic background and responsible employment in the labor/manpower field.

Other Considerations:
Nomination Deadline: 6 months before arrival in U.S.

Documentation to AID/W: 6 months before implementation.

English Language Requirements: A thorough knowledge of English is required.

Academic transcript needed.

.....

Title & Code: INDUSTRIAL AND TECHNICAL TRAINING - 470-1

U.S. Department of Labor

Duration: 3-12 months

Begins: Subject to negotiation on individual basis.

PIO/P Category and cost per month: Non-academic- $1,250/ month

Development Objectives:
The Department of Labor's Bureau of Apprenticeship and Training develops industrial and technical training programs for foreign participants in a wide range of fields and positions within the fields. The types of training which can be developed are limited only by industry's willingness to provide the training requested.

Examples of major industrial fields in which programs have been developed are:

- Industrial Engineering
- Industrial Management
- Personnel Administration
- Production Management
- Business Management
- Executive Development
- Banking
- Management Accounting
- Diesel Mechanics
- Automotive Maintenance and Repair
- Computer Science
- Marketing and Sales Management
- Railroads and/or Transportation
- Leather Technology
- Industrial Air Conditioning Systems
- Plastics Technology
- Foundry Techniques
- Packaging Techniques
- Information Systems
- Mechanical Engineering
- Chemical Engineering
- Electrical Engineering
- Petroleum Engineering
- Civil Engineering
- Mining Engineering
- Ceramics Engineering
- Accounting and/or Management Systems
- Tourism and Hotel Management

Programs from 6 - 12 months' duration generally include some academic training followed by a field program.

Programs from 3 - 6 months may include academic training or in-service training combined with the field program.

Training Plan:
Washington, D.C.

1 week: W.I.C. - U.S. orientation
1 week: Dept. of Labor orientation

Technical orientation with functioning experts when required.

Field Program

To be developed in pertinent parts of U.S. with counterparts and experts in U.S. industry and institutions; trade associations; educational institutions; community organizations.

Participation in pertinent seminars and workshops which demonstrate techniques or methods related to technical training objectives. In-plant training courses; trade shows.

Attendance at AID Communication Workshop.

Washington, D.C.

Program review, evaluation, final report; and pre-departure preparations.

Candidate Requirements:
Appropriate academic background and/or practical experience in his chosen occupation to enable participant to meet standards for acceptance into U.S. industries.

Other Considerations:
Academic and/or in-service training combined with travel and observation.

Nomination Deadline: 4 - 6 months before desired implementation date.

Documentation to AID/W: Minimum of 3 months prior to call forward date.

English Language Requirements: A thorough knowledge of English is required. Individual participants must meet minimum qualifying scores established by ALIGU battery of objective tests in AID M.O. 1382.3.

Transcripts of Academic Records:
Mandatory and should be included with documentation to AID/W when academic studies at universities or colleges are an integral part of program objectives. Minimum of six months required to gain enrollment in major educational institutions.

.....

TRAINING PROGRAMS IN LABOR STATISTICS

BUREAU OF LABOR STATISTICS, U.S. DEPARTMENT OF LABOR

Since 1946 the Bureau of Labor Statistics has provided training in basic statistical techniques relating to labor, including manpower compensation, and prices for statisticians and economists from developing countries.

In recent years, however, needs for a different level and kind of training in labor statistics have emerged and the Bureau of Labor Statistics has revised its program to emphasize the following objectives:

1. To help managers and supervisors of statistical operations do a better job.

2. To help top executives understand and use statistics in planning and administration.

3. To assist end users of statistics to analyze typical statistical data and to understand their strengths and weaknesses.

4. To assist professional economists and statisticians become more effective and assume greater responsibility in their own countries.

5. To help specialists in socio-economic fields such as population, manpower, agriculture, and labor-management relations better understand the role of statistics in their work.

6. To continue to provide short term basic technical training as needed.

Title & Code: SEMINAR ON LABOR STATISTICS PROGRAM MANAGEMENT (8 weeks) - 480-1

U.S. Department of Labor

Begins: Mid-October of each year.

Ends: Mid-December of each year.

Locale: Bureau of Labor Statistics, Washington, D. C. The seminar will also include two field trips including one to a BLS regional office.

PIO/P Category and cost per month: Non-academic- $1,250/ month

Maximum Number for Seminar: 20

Audience: Participants should have management or major supervisory responsibilities in statistical programs. They should be currently engaged in middle to high level supervisory activities or be promising individuals for whom early promotions to supervisory jobs could be expected.

Objective: To equip practicing statisticians with special techniques in planning and managing wage, price, manpower and other programs.

Approach: Emphasis on practical problem-solving in workshops and sessions conducted by top BLS and Department of Labor management staff.

Content: Will include the following:

Program Planning. An overall view of the requirements for planning a statistical program. Determining major objectives; choice of survey techniques (e.g., census v. sample); staff rquirements; training needs. Financial planning. Establising broad target dates. Drawing up medium and long-term program plans. Coordination with potential users. The concept of an information system. Confidentiality.

Work Scheduling. An examination of the various management techniques for estimating work flow requirements. Establishing detailed and realistic target dates. Estimating lead times. Getting the cooperation of program staff. Allowing for unseen contingencies. Evaluating work schedules of on-going programs.

Budgeting and Financial Control. Costing a proposed program. Techniques of estimation. Drawing up a budget. Controlling expenditures. Budget review. Decentralized v. centralized control. The budget as a planning device.

Managing Field Operations. Techniques of decentralized control. Control forms. Gaining the cooperation of field staff. Line of command. Training field staff. Evaluating efficiency of field operations. Follow-up procedures.

Quality Control. Sources of statistical error. Determining tolerable margins of error. Instituting a system of quality control. Quality control of on-going programs. Increasing statistical accuracy. Evaluating the quality of data. Minimum accuracy requirements for publishing data. Informing users of the quality of data.

Efficient Tabulation Management. Deciding among alternative tabulating techniques. Establishing a data processing system. Using another agency for tabulation. Increasing tabulation "productivity" in on-going programs.

Program Evaluation. When to review statistical programs. Techniques of evaluation. Use of program evaulations. When should a program be discontinued.

Storage and distribution of Statistical Data. Deciding what data should be published. Establishing a data storage and retrieval system. Distribution of unpublished data.

Statistical Standards. Function of standards. Establishing standards. Maintaining comparability while altering definitions and procedures. Means of coordinating concepts and definitions among data producers. Industry definitions. Occupational definitions. Concepts of labor force, employment, unemployment, underemployment, etc., applicable to developing countries.

Language: Seminar conducted in English. Interpreters provided for three or more participants speaking a common language.

Deadline for Nominations: One month before seminar begins.

Title and Code: Seminar on Techniques of Applied Statistical Analysis (8 weeks) - 480-2
U.S. Department of Labor

Begins: Mid-May of each year.

Ends: Mid-July of each year.

Locale: Bureau of Labor Statistics, Washington, D.C.
It will also include field trips to State agencies and visits with private sector users of social and labor data.

PIO/P Category /Cost Per Month: Non-academic- $1,250/ month

Maximum Number for Seminar: 20

Audience: Users of labor and social data, including economists and statisticians in planning, finance, and labor ministries, central banks, officials and research directors of trade unions. (Producers of statistics are welcome if space allows.)

Objective: To provide participants with an understanding of practical approach to data analysis, especially in situations of poor quality or fragmentary data.

Approach: Emphasis on practical problem-solving in workshops, and discussion sessions conducted by BLS staff members and users of labor statistics in the U.S. public and private sectors.

Content: Will include the following:

Determining Data Needs for Analysis. Data needs for policy formulation and evaluation. The framework of an information system. Coordination of Statistical and analysis programs. Surveying information needs of policy makers.

Evaluating the Quality of Data. Testing the quality of data to be analyzed. Analysis and evaluation of secondary data. Understanding statistical concepts. Evaluating conflicting series. Constructing series from incomplete data.

Analyzing Price Trends. Price indexes, their uses and limitations. Measuring price trends for a country, regions or local area. Price trends and income distribution. Price trends of commodities. Seasonal variations and seasonal adjustment. The use of price deflators. Projecting price movements.

Analyzing Employment Trends. Sources of employment data. Nonstatistical indicators of employment trends. The concepts of employment and underemployment. Income and other measures of underemployment. Regional employment trends. Industry employment trends. Measuring the employment impact of specific projects and programs. Maintaining current employment indicators. Employment as an economic indicator. Drawing policy implications.

Analyzing Wage and Income Trends. Measuring wages and other income. Estimating real wages. Urban-rural wage differences. Analyzing occupational wage trends. Analyzing industry wage trends. Union wage trends. Relationship of wages to labor supply. Measuring and analyzing income distribution. Techniques of inputing agricultural income.

Analyzing Producitivity. Concepts of productivity. Data requirements for measuring labor productivity. National productivity trends. Industry productivity trends. Productivity and technological change. Changes in "product mix" and industrial structure. Uses of productivity measures. Analyzing the relationship between productivity and employment. Productivity costs and wages. Indirect measures of productivity. Techniques of analyzing trends in productivity.

Employment Forecasting. Philosophy of estimating future labor forces and employment trends. Planning and employment forecasting. Determining employment goals, projecting the economic structure. Estimating labor supply. Projecting employment requirements for industries and occupations. Employment models (fixed requirements approaches, income shares, rate of return, programming approach). Interindustry techniques. An industry-occupation matrix. Statistical techniques (e.g., correlation analysis) applicable to manpower forecasting. The use of manpower forecasts. Estimating the margin of error. Techniques of evaluating manpower projections.

Analytical Uses of Administrative Data. Evaluating employment trends using labor exchange data. The analytical uses of social security data. Employment-income data from tax records. Vital statistics. Government budgets.

Techniques of Project Evaluation. A survey of existing techniques (e.g., cost benefit analysis). Problems in evaluating the impact of human resource development projects. Relevant tools of economic analysis for project evaluation. Testing the validity of employment targets.

Planning a Long-term Manpower Analysis Program. Deciding a strategy for building a research program. Gaining support for manpower research. Coordinating government and university research programs. Establishing research priorities. Building block concept of research needs. Combining flexibility with long-range research objective. Relationship of research to policy needs. Training future manpower analysts.

Language: Seminar conducted in English. Interpreters provided for three or more participants speaking a common language.

Deadline for Nominations: One month before the seminar begins.

Title and Code: SENIOR RESEARCH FELLOW PROGRAM - 480-3

This 6-month program is designed for a small number of highly-qualified statisticians and economists who formulate statistical and research programs in developing countries. This key group of participants will have an opportunity to work closely with BLS technicians on many problems with a view to improving the quality of socio-economic-labor statisticial data. Fellows will investigate, in cooperation with BLS technicians, areas in which bottlenecks have hindered the application of modern statistical techniques and the improvement of labor statistics collection and analysis programs in developing countries.

Title and Code: SPECIAL PROGRAMS - 480-4

BLS has long recognized the need for providing special short-term training to meet special problems. In light of present-day situations, BLS is broadening its offereing in this area to include programs of perhaps a month's duration for individuals and particular groups, such as trade unionists, on a country or regional basis.

In addition, depending upon the availability of staff of the Bureau of Labor Statistics, Washington based short-term programs up to four months may be arranged to meet the needs of technicians in one or more areas of labor, manpower, and price statistics. These short-term programs are suitable for "intermediate" technicians

with some experience in these fields. The starting date will be announced to all AID missions at least 60 days in advance of its beginning. The PIO/P cost will be provided upon request. Examples of areas of interest for which specialized programs may be developed are:

Family Income Distribution and Expenditures

Consumer Price (Cost-of-Living) and Wholesale Price Indexes

Household Sample Surveys of the Labor Force (to provide data on employment, underemployment and unemployment

Inventory of High-Level and Skilled Manpower; Industry Occupation Matrix

Forecasting Manpower Requirements and Preparing Occupational Outlook Statements

Surveys of Occupational Wage Rates and Supplementary Benefits (including relationship of wage and salary rates to family income)

Title & Code: INTERNATIONAL MANPOWER SEMINARS - 490-2

U.S. Department of Labor

Duration:
Regular Seminar:
9 weeks - begins April or May each year

Locale: International Manpower Institute for Training and Education

Policy-level Seminar:
3 weeks - begins November each year

PIO/P Category and cost per month: Non-academic- $1,250/ month

Development Objectives:
To provide selected participants with a general understanding of all the main elements involved in developing, evaluating, and executing a comprehensive manpower and employment strategy. A principle function of these seminars is to create a strong awareness in the participants of these potentially serious problems of manpower and employment, to assist them in developing their own framework for analyzing the particular characteristics of their own countries, and to develop methods and techniques to formulate effective manpower policies and programs which are geared to the existing and required institutional framework and plans for social and economic development.

Training Plan:
The training plan calls for an exchange of views and experiences between manpower and human resources experts of nations in various stages of economic, technical and social development. Appropriate case studies of manpower and employment programs in action are used to reinforce the seminar discussions. Each seminar is arranged in interrelated segments dealing with a key dimension of manpower or employment policy related to economic and social development. The dimensions include such topics as the following:

1. Employment policies as related to population growth, macro-economic measures, and programs or projects to generate employment.
2. Manpower planning and allocation in economic development.
3. Manpower strategy, administration and institutions.

In addition to lectures by internationally renowned experts, the participants will be involved in small workshop groups dealing with manpower and employment problems in selected countries. These groups will provide background analysis for an interdisciplinary approach to development of a comprehensive strategy dealing with these problems.

Also, an important aspect of the seminar will be a practical research-group study project concerned with manpower problem areas which are of special significance to the economic, technical and social development of each participant country.

Field trips will be arranged to permit the participants to observe manpower institutions and programs in the U.S.

Candidate Requirements:
The Regular Seminar is designed for senior government executives and consultants who have or will have high-level responsibilities as planners or administrators.

The Policy-Level Seminar is a special short-term seminar for key policy-making officials, including ministers and under-secretaries.

Other Considerations:
Nomination Deadline: One month prior to the start of each seminar.

Documentation to AID/W: As soon as possible.

Language Requirements: All seminars are conducted in English, and some also have simultaneous interpretation in Spanish or French. The languages are specified in special announcements of each seminar.

No academic transcript needed.

.....

HEALTH/FAMILY PLANNING POPULATION

-500-

Title & Code: COMMUNICABLE DISEASE CONTROL, (EPIDEMIOLOGY, LABORATORY ASPECTS OF COMMUNICABLE DISEASE CONTROL, ENVIRONMENTAL ASPECTS OF COMMUNICABLE DISEASE CONTROL) - 510-1

Duration: From 2 weeks to one year

Begins: Varying times

PIO/P Category and cost Per Month: Non Academic - 1,250/Month

Development Objectives:

See current catalog Center for Disease Control.
Public Health Service
Atlanta, Georiga 30333

Training Plan:

1. Orientation at Washington International Center

2. Enrollment in courses at Center for Disease Control.

3. Laboratory bench work.

4. Observational visits to selected health facilities.

5. Attendance at AID Communication Seminar.

Candidate Requirements:
Usually professional training in one of the following fields: Medicine, Veterinary Medicine, Nursing, Entomology, Biology, Epidemiology, Bacteriology.

Qualifications of participants must be approved by training facility in advance.

Other Considerations:
Nomination Deadline: As early as possible.

Documentation to AID/W: None

English Language Requirements: Oral, written and comprehension should be preferably 80 or above on ALIGU, or provision made for intensive English course in U.S. before training starts.

Detailed Biographic information which includes short summary of participants duties and responsibilities.

Title & Code: PUBLIC HEALTH: WITH EMPHASIS IN HEALTH CARE AND HOSPITAL ADMINISTRATION, MATERNAL AND CHILD HEALTH, HEALTH EDUCATION, NUTRITION, FAMILY HEALTH, EPIDEMIOLOGY, NURSING - 540.1

Duration: One to two years depending on background, and school.

Locale: In one of the accredited Graduate Schools of Public Health.

Begins: Depends on School and Program
Ends: Depends on School and Program

PIO/P Category and Cost Per Month. Academic - $800/Month

Development Objectives: 1/
1. To obtain MPH degree in Public Health with selected major such as Epidemiology, Health Care Administration, Environmental and Occupational Health, Health Education, Biostatistics, Nutrition, PH Nursing

2. To observe Public Health Practice in U.S.

Training Plan:
1. Orientation at Washington International Center.

2. From 9 to 24 months will be spent in residence taking courses.

3. Approximately 3 months of observation of Public Health Practice in selected State and local health departments.

4. Attendance at AID Communication Seminar.

Candidate Requirements:
Bachelor degree or equivalent, with minimum experience in Public Health work, "B" average in undergraduate school desired.

Other Considerations:
Documentation to AID/W: Completed application form from school should be submitted with letter of recommendation, Transcripts of all college work required.

English Language Requirements: Oral, written and comprehension should be preferably 80 or above on ALIGU, or provision made for intensive English course in U.S. before training starts. (May require TOEFL scores of 500 minimum).

TOEFL score of 500 minimum required by most schools

1/ Individuals with appropriate backgrounds may qualify for Dr. P.H. degree but will have to remain in U.S. for a period of from 2-4 years.

Title & Code: PUBLIC HEALTH PRACTICE--IN-SERVICE TRAINING AND /OR OBSERVATION - 540-2

Duration: 3 to 6 months depending on age and experience of individual.

Begins: Anytime depending on area to be emphasized.

PIO/P Category and Cost Per Month: Non Academic - $1,250/Month

Development Objectives:

1. To obtain a comprehensive understanding of Public Health Practice in U.S. and/or

2. To learn specific techinques and methodology in one of the specialized fields in Public Health Practice in U.S. and/or

3. To obtain In-Service Training in general Public Health Practice, or in one of its specialty fields in the U.S.

Training Plan:

1. Orientation at Washington International Center.

2. For senior officials 1/
   A. Series of planned observational visits to selected facilities pertinent to individual's needs and background.
   -or-
   B. Attendance in specialized short term course, with a limited number of visits to selected health facilities.

3. For junior officials 2/
   A. In-service Training in selected appropriate health facility.
   -and-
   B. Observational visits to selected health facilities
   -and/or-
   C. Attendance at intensive short-term courses in specialized fields.

4. Attendance at AID Communication Seminar.

Candidate Requirements:

Training and/or experience at professional or administrative level in field of Public Health.

1/ Usually limited to 2-3 months.

2/ 3 to 6 months depending on program needs.

Other Considerations:
Placement: Based on needs of applicant, and his background.

Nomination Deadline: None

Documentation to AID/W: Professional documents. Description of present position and of position to which participant will return.

English Language Requirement: Oral, written and comprehension should be preferably 80 or more on ALIGU, or provision made for intensive English course in U.S. before training starts.

Title & Code: NATIONAL HEALTH PLANNING - 540.4

Duration: 8 weeks

Locale: Johns Hopkins University School of Hygiene and Public Health

Begins: March 25 (approximately)
Ends: May 30 (additional 3 weeks may be used for orientation and field observation if desired)

PIO/P Category and Cost Per Month: Non-Academic $1,250

Development Objectives:
The seminar is designed to train top level health officials in the principles and techniques needed for long-range planning and development of health programs and the relationship of health planning to overall national plans for economic and social development.

Training Plan:
Eight week seminar will bring together highly qualified specialists in the fields of planning, economics, social sciences, statistics, and health to provide instruction and lead the group discussions.

A course problem will be developed, country problems discussed, each country's health plan reviewed critically, and institutional and fiscal restraints will be reviewed.

Both local and national principles of health planning will be covered.

In most cases an additional month or so of visitation and experience with local, state, or Federal organization is extremely valuable.

Candidate Requirements:
1. Potential for leadership in health planning at national or local level.

2. Professional competence in one of the major health disciplines.

3. Fluency in English language.

4. Present or potential responsibility or involvement in country's planning process.

Other Considerations:
Nomination deadline: March 1

Documentation to AID/W: As far in advance of March 1 as possible with three letters of recommendation.

English Language Requirements: Fluency in English language.

Title & Code: NURSING PROGRAMS - 540-5 (non degree)

Duration: 1-2 years (as desired)

Begins: Depends on program
Ends: Depends on program

Locale: Schools of Nursing, Schools of Public Health offering courses desired (requested in PIO/P) and hospitals or public health agencies offering desired experience.

PIO/P Category and Cost Per Month: Non-academic $1,250

Development Objectives:
To prepare nurses to function in public health, hospital nursing service administration and nursing education.

A. Public Health Nursing
   1. Staff nurse
   2. Supervisory or administrative position

B. Nursing Services
   1. Head nurse
   2. Supervisor
   3. Director of Nursing

C. Nursing Education
   1. Clinical instructors
   2. Faculty members or directors of schools

D. Clinical Specialists
   1. Specialist in specific clinical area
   2. Specialist in hospital supportive service (central supply services, dietary services, etc.)

Training Plan:

A. Academic study for one or two terms, including practicum (university schools of nursing, hospital schools of nursing, public health agencies). Schools of Public Health.

B. Practical experience for approximately 9 months or less in hospitals which offer desired experience (as requested in PIO/P).

Candidate Requirements:
Graduate Nurse (Registered or Certified in own country).

Experience -- minimum

Other Considerations:
Nomination Deadline: Early spring. Training plan A.

Documentation to AID/W: Academic and professional transcripts.

English Language Requirements: Oral, written and comprehension -- 80.

Title & Code: NURSING PROGRAMS - 540.6
(Associate Degree & Diploma Program)

Duration: Assoc. Degree Program 2 years.
Diploma Program 3 years.

Begins: Early September (depending on school)
Ends: Depends on program.

Locale: Department or Division of nursing of Community Colleges and Junior Colleges offering associate degree in nursing or schools of nursing offering diploma in nursing and approved by the National League for Nursing or State approved schools.

PIO/P Category and Cost Per Month: Academic - $800

Development Objectives:
A. Associate Degree in Nursing

Nurses graduating from community or junior colleges prepared to give care to patients as beginning staff nurses; to cooperate and share responsibility for patients' welfare with other members of the nursing and health staff.

B. Diploma in Nursing

Nurses graduating from schools of nursing which are under the auspices of hospitals or independently incorporated are prepared to use basic scientific principles in giving nursing care - plan with associated health personnel for care of patients and may be responsible for the directions of other members of the nursing team.

Training Plan:
A. Training Plan for Associate Degree Program -

The curriculum is offered within a two year period with a ratio of general and nursing education, including clinical experience (science courses and nursing arts - with limited clinical practice).

B. Training Plan for Diploma Program -

Curriculum content selected to prepare the graduate as a practicing nurse. Instruction and related clinical practice focus primarily on care of patients in hospitals.

Instruction that combines theory and experience in nursing continues throughout the program.

Candidate Requirements:
Graduate of a secondary (high) school - eligible for college matriculation (science and math background required).

Other Considerations:
Nomination Deadline: Early spring

Documentation to AID/W: Academic & Professional transcripts

English language Requirements: Oral, written and comprehension -- 80 ALIGU

Title & Code: PROFESSIONAL NURSING EDUCATION - 540-7

Duration: 3-5 years (depending on school)

Begins: Early September (desired)
Ends: June

Locale: Schools of nursing offering Baccalaureate degree in nursing, accredited by the National League for Nursing. (Some schools only accept students with no previous nursing experience.)

PIO/P Category and Cost Per Month: Academic - $800

Development Objectives:
Baccalaureate Degree in Nursing

Preparation for position as:

A. Public Health Nurse
B. Team Leader
C. Advancement to head nurse or clinical specialist
D. Graduate study in -

1. Teaching
2. Administration
3. Clinical practice

Training Plan:
Study Plan for Baccalaureate Degree

Course work in sciences (biological, physical, behavioral).
Course work in humanities (English, history, electives).
Introduction to nursing fundamentals.

Course work in upper divisions major in nursing (special areas).
Courses in teaching and administration as related to nursing.
Clinical experience in nursing care of adults, children, in hospitals and public health agencies.

Depending on specific training objectives, field work in hospital nursing service administration; observation program schools of nursing, diploma, associate degree; field practice in public health agencies (time depends on PIO/P provisions).

Orientation on arrival - one week at Washington International Center or orientation program as required by school.

Departure procedure - AID Communication Seminar. One week in Washington, D.C. for administrative detail.

Note:
For graduates of schools of nursing the program will probably require a minimum of three years, depending upon students academic and professional education. Some institutions offer advanced credit in selected nursing subjects after evaluation of participant's performance; other schools require participants to challenge the area by taking a qualifying examination in order to obtain advanced credit.

Candidate Requirements:
A. Graduate of a secondary (high) school - eligible for college matriculation (science and math background required).

B. Graduate of a diploma or associate degree school of nursing with the equivalency of a secondary education - eligible for college matriculation.

Other Considerations:
Nomination Deadline: Early spring

Documentation to AID/W: Academic and professional transcripts

English Language Requirements: Oral, written and comprehension -- 80 ALIGU

Title & Code: PROFESSIONAL NURSING EDUCATION (GRADUATE) -540-8-

Duration: 1 - 2½ years

Begins: Early Fall
Ends: Depends on program

Locale: At appropriate school of nursing offering desired Master's program and accredited by the National League for Nursing which, at the present time, total 42 schools.

PIO/P Category and Cost per Month: Academic - $800

Development Objectives:
Master's Program in Nursing prepares for Specialization as:

Supervisors
Administrators
Clinical Specialists
Research Workers
Faculty Members of Schools of Professional and Practical Nursing

Clinical Specialty Includes:

Obstetrics
Medical and Surgical
Mental Health and Psychiatry
Public Health
Long Term Illness
Rehabilitation

Graduate Education in Nursing includes Specialization, Independent Study and Development of Critical Understanding:

Understanding of theory and concepts of human behavior.
Understanding of educational methods and techniques.
Understanding of administrative process.
Appreciation and utilization of resources.
Understanding of current health problems and appreciation of new developments in the field of nursing.

Training Plan:
1. Two or more terms in academic study, including theory and practicum in major or speciality.
2. One term or less of field work may be required after academic study has been completed.
3. Thesis or research project as required by school.

Orientation on arrival - one week at the Washington International Center or orientation program as required by school.

Departure procedure - AID Communication Seminar and one week in Washington, D.C. for administrative detail.

Candidate Requirements:
1. Baccalaureate degree in nursing
2. Experience
3. Qualifying examination
4. R.N. licensure
5. "B" average in undergraduate school.

(Depends on admission (requirements of indi- (vidual school.

Other Considerations:
Nomination Deadline: Early Spring

Documentation to AID/W: Academic and professional transcripts

English Language Requirements: Oral, written and comprehensive -- 80

Title & Code: GRADUATE PHARMACY EDUCATION - 540-9

Duration: one to five years

Begins: September
Ends: August

PIO/P Category and Cost per Month: Academic - $800

Development Objectives:
Graduate program leading to the degrees of Master of Science in Pharmacology, in Pharmaceutical or Medicinal chemistry, and in Pharmacognosy.

The Doctor of Philosophy degree may be earned in Pharmacy, in Pharmacognosy, and in Pharmaceutical Chemistry.

The Doctor of Pharmacy degree may be earned in Pharmacy, Hospital Pharmacy, and Industrial Pharmacy.

Graduate studies in any of the above areas may be taken without obtaining a degree.

Training Plan:
One to five years in School of Pharmacy and/or graduate school.

B.S. plus three years.

Opportunity to work in hospital pharmacies, visit other schools, attend scientific meetings, attend seminars, conduct research, and receive some teacher training.

Many foreign graduates need refresher training in the basic sciences before pursuing graduate work.

New - 2 year Associate Degree - Hospital Pharmacy technicians.

Candidate Requirements:
Graduates of recognized colleges of Pharmacy who are qualified to pursue advanced courses. "B" average in undergraduate school.

Other Considerations:
Nomination Deadline: May 1

Documentation to AID/W: Complete transcripts of college work and professional diploma.

English Language Requirements: 80 or above in oral, written and comprehension.

.....

Title & Code: MEDICAL TECHNOLOGY - 540-10

Duration: Four years if no college training.
Two years if college credits approved and if science major (Biology and Chemistry).

Begins: September
Ends: August

Locale: At a University affiliated Hospital. Degree is offered by University.

PIO/P Category and cost per month: Academic - $800/Month

Development Objectives:

Receive B.S. in Medical Technology and eligibility for membership in the board of Registry of Medical Technology.

Training Plan:
Three years at a University for undergraduate B.S. program.

One year affiliated hospital laboratory internship.

Candidate Requirements:
At least three years of college (90 semester or 135 quarter hours) with these specified courses:

Chemistry - 16 hours
Biologic Sciences - 16 hours
Mathematics - 3 hours college mathematics
Courses in Physics are recommended

Other Considerations:
Nomination Deadline: May 1

Documentation to AID/W: High School Academic transcript, any additional training certification.

English Language Requirements: 80 or above in oral, written and comprehension

Academic transcript needed.

.....

Title & Code: MEDICAL LABORATORY TECHNICIAN (non-degree) - 540-11

Duration: 2 years

Begins: varies
Ends: varies

Locale: Gradwohl School of Laboratory Technique, St. Louis, Mo.

PIO/P Category and cost per month: Academic - $800/Month

Development Objectives:
Training as laboratory technologists in hospitals, clinics and physicians offices.

Training and experience in:

Clinical Micros copy
Hematology and Blood Grouping
Applied Bacteriology
Serology
Medical Parasitology
Tissue Cutting and Staining

Basal Metabolism
Electrocardiographic Technique
Instrumentation

Training Plan:
One full year academic and laboratory.

One year internship in a medical laboratory.

Candidate Requirements:
Four year high school or its state accredited equivalent.

Other Considerations:
Nomination Deadline: Depends on program

Documentation to AID/W: All Academic transcript - college and high school

English Language Requirements: Oral, written comprehension 80 or above
Academic transcript needed

.....

Title & Code: DENTAL Graduate - 540-12

Duration: One to five years

Begins: September
Ends: August

Locale: Most dental schools offer graduate or post graduate courses in each of the specialities.

PIO/P Category and cost per month: Academic - $800/Month
(exceptions in certain specialities viz, costs - orthodontia)

Development Objectives:
Graduate study in:

Orthodontics
Periodontics & Endodontics
Pedodontics
Prosthodontics:
- Crown and Bridge
- Dental Materials
- Oral Surgery

M.S. degree requires minimum of two years in most departments. M.S. in Orthodontics requires minimum of three years.

PH. D. requires minimum three years, more likely five years.

Graduate study without degree can be obtained in a number of schools in one year, except in orthodontics and oral surgery.

Most of the first year is devoted to updating in basic sciences and relating to clinical work.

Training Plan:
Placement at one Dental School, usually for 11 months of each year.

Some summer courses, plus research work and clinical experience.

Teacher training and research methods emphasized.

Ample opportunity to visit other schools and attend national, international and regional meetings.

Communications seminar and exit interviews before returning home.

Candidate Requirements:
Dental Degree (D.D.S. - D.D.M., etc.)

Other Considerations:
Nomination Deadline: 1/Early as possible

Documentation to AID/W: Academic transcript and 3 letters of reference

English Language Requirements: Oral, written and comprehension should be 80 or above.

1/ Orthodontics and oral surgery may require as much as two years advance application. Classes are small and American graduates usually apply for all vacancies two to three years in advance.

St. Louis University, St. Louis, Missouri, dental school conducts a three year course in orthodontics leading to the M.S. degree for international students (four students per year).

Title & Code: GRADUATE COURSE IN BASIC MEDICAL SCIENCES - 540-13

Duration: 1 to years depending on objectives.

Begins: Anytime

Locale: A Basic Science Department in U.S. medical school, specific placement depending on objectives and backgroud of individual.

PIO/P Category and cost per month: Academic - $800/Month

Development Objectives:
To provide training at the graduate level in one of the basic sciences or subspecialties in the medical field and to provide training to be an educator in the field. (Anatomy, bacteriology, biochemistry, genetics, pathology or other subspecialties).

Training Plan:
1. Orientation at Washington International Center.

2. To be enrolled in academic courses; participate in research, administrative and teaching activities in a Department of Basic Sciences for a period of 9-36 months.

3. Duration of academic training will depend on the objectives of the PIO/P and the time available. In some instances depending on the objectives of the PIO/P, the individual may be able to qualify for either a Master of Science degree or a PH.D. degree. Usually two years are required for the former, occasionally it can be done in less. Three years are ordinarily required for the latter.

4. Observational visits to selected Basic Science Departments in other medical schools.

5. Attendance at AID Communication Seminar.

Candidate Requirements:
M.D. degree or equivalent or Graduate degree in one of the basic sciences, two years experience in clinical or laboratory work or teaching in medical school.

Other Considerations:
Nomination Deadline: Anytime

English Language Requirements: Oral, written and comprehension should be preferably 80 or above on ALIGU, or provision made for intensive English course in U.S. before training starts.

Academic transcript needed and three letters of recommendation.

Title & Code: POST DOCTORAL TRAINING IN MEDICAL EDUCATION OR CLINICAL MEDICINE WITHOUT RESPONSIBILITY FOR PATIENT CARE - 540-14

Duration: 3 months to 1 year depending on age, background and objectives.

Begins: Anytime.

PIO/P Category and cost per month: Non-Academic-$1,250/Month

Development Objectives:

1. Medical Education
   A. To study philosophy of medical education in U.S., and the different patterns of administration;

   -and/or-

   B. To observe and learn the newer techniques in curriculum development, and teaching;

   -and/or-

2. Clinical Medicine:
   A. To observe the practice of medicine in university teaching hospitals, and the teaching program in one of the medical specialties;

   -and/or-

   B. To learn recently developed techniques and methodology in the laboratories and clinics through observation;

   -and/or-

   C. To learn research techniques and methodology.

Training Plan:

1. Orientation at Washington International Center.
2. Visit of several weeks or months, depending on length of grant, to one medical school for observations in depth, with participation in conferences, etc., but not involving patient care.
3. Short visits to selected medical schools and departments to broaden understanding of U.S. methodology.
4. Attendance at AID Communication Seminar.

Candidate Requirements:

M.D. or Equivalent. 3 to 5 years experience in practice of medicine or teaching in medical school.

Other Considerations:
Nomination Deadline: None

Documentation to AID/W: Copy of medical degree and license to practice.

English Language Requirements: Oral, written and comprehension should be preferably 80 or above on ALIGU, or provision made for intensive English course in U.S. before training starts.

Academic trainscipt may be required

.....

Title & Code: POST DOCTORAL TRAINING IN MOST SPECIALTIES IN CLINICAL MEDICINE-INTERN OR RESIDENCY LEVEL, WITH RESPONSIBILITY FOR PATIENT CARE - 540-15

Duration: 1/

Begins: July 1
Ends: June 30 of following year

Locale: Usually placed in Hospital Affiliated with a Medical School, sometimes in Other Approved Hospitals Having Adequate Training Programs.

PIO/P Category and cost per month: Non-Academic - $1,250/Month

1/ Duration varies with background and ability of individual and his professional needs. Complete residency training varies from two to five years depending on specialty.

2/ Usually physicians from abroad, particularly from the developing countries cannot qualify for an official residency in a hospital with a good training program until they have been in the U.S. for six to twelve months and have been acclimated not only to the culture and the language but to the practice of U.S. medicine. Thus, such a period is recommended for most applicants. After completion of this period, which will be spent in orientation and in-service training without responsibility for patient care, they may be able to qualify for a residency for which a stipend is paid. They can then be placed on a self-financed PIO/P but remain under the supervision of AID/W/.

Development Objectives:
In-Service Training Through residency to provide advanced training in the practice of a specialty.

Training Plan:
1. Internship:
   A. Rotating Intern spends four months in internal medicine, and divides rest of year in one or more other departments.
   B. Straight--whole year is spent on one service.

2. Residency --Residency program is progressive and in each additional year is given more responsibility for patient care, and for the supervision and training of interns and junior residents under the supervision of senior staff members.

All participants will attend orientation course at Washington International Center and the AID Communication Seminar before departure.

Candidate Requirements:
M.D. Degree or equivalent; Experience in Practice of General Medicine, and Certification by Educational Council for Foreign Medical Graduates, 364 Market Street, Philadelphia, Pennsylvania, 19104, U.S.A.

The participant is responsible for obtaining a ECFMG Certificates and should write to the above address for brochure and instruction.

Other Considerations:
Nomination Deadline: Anytime, but by January 1 for good placements beginning July 1.

Documentation to AID/W: Copy of Medical Degree and License to practice.

English Language Requirments: Oral, written and comprehension should be preferably 80 or above on ALIGU. or Provision made for intensive English course in U.S. before training starts.

Academic transcript needed.

.....

Title & Code: PREVENTIVE MEDICINE - 540-16

Duration: 1 to 3 years depending on objectives and background of individual.

Begins: Late summer.
Ends: Late summer.

Locale: In a School of Public Health and/or a medical school having a strong Department of Preventive Medicine.

PIO/P Category and cost per month: Academic- $800/month

Development Objectives:
A. To receive training to
   (1) teach Preventive and Social Medicine in a medical school;
   or
   (2) develop a program of Preventive and Community Medicine in a medical school.

B. To qualify for MPH or Dr. P.H. degrees.

Training Plan:
1. Orientation at Washington International Center.

2. Enrollment in Graduate School of Public Health and/or Department of Preventive Medicine in a medical school.

3. A period of In-service training under supervision, or observational visits to selected health facilities and medical schools.

Candidate Requirements:
M.D. degree or equivalent and at least 2 years of experience in Public Health, Clinical Practice, or teaching in a medical school. Degree in Public Health desirable.

Other Considerations:
Nomination Deadline: Early spring.

Documentation to AID/W: Medical Degree

English Language Requirements: Oral, written and comprehension should be preferably 80 or above on ALIGU or provision made for intensive English course in U.S. before training starts.

Academic transcript needed and three letters of recommendation.

Title & Code: SANITARY ENGINEERING, ENVIRONMENTAL HEALTH ENGINEERING, SANITARIAN ACADEMIC PROGRAMS - 520-1

Duration: Graduate 2 years, Undergraduate 4 years

Locale: Various universities and colleges

Begins: September, January

Ends: Upon completing program

PIO/P Category and cost per month: Academic- $800/ month

Training Plan:
In addition to the "stylized" engineering programs available at numerous institutions at the "undergraduate" and "graduate" levels, curricula are become increasingly available that are broad in concept in the evaluation and control of health problems associated with environmental factors in a modern technological society.

"Undergraduate" curricula in "environmental health" or "environmental health engineering" qualify individuals to take immediate and active participation in the following areas:

Communicable Disease Control
Insect and Rodent Control
Milk and Food Technology, Housing Hygiene
Water Supply Development
Wastewater Treatment
Solid Waste Disposal
Environmental Epidemiology
Institutional Health
Environmental Health Instruction
Air Pollution
Radiological Health, Research, etc.

"Graduate" programs in "environmental health engineering" are designed to encourage the exchange of information and skills between various Colleges and Departments of an Institute such as Medicine, Engineering, Law, Computer Services, Urban Planning, etc. Individuals would qualify for active participation at operational as well as planning levels of Agencies and/or organizations concerned with environmental health, industrial hygiene, water and wastewater activities, air pollution, etc.

"Undergraduate" programs will require 4 years to complete and would cost $7,000 - $8,000 per year.

"Graduate" programs will require 20-24 months to complete. Rate based on standardized costs.

In requesting this program, it is recommended that Missions designate only the academic level of study and expand information regarding the organization and individual functions the participant will return to.

Candidate Requirements:
Undergraduate Degree - High School Graduate: Graduate Degree- Bachelor Degree.

Other Considerations:
Nomination Deadline: January 4 (Fall Placement)

English Language Requirements: Must meet standards for academic training.

Academic transcript needed.

.....

Title & Code: SUMMER FIELD TRAINING INSTITUTE FOR ENGINEERS AND SANITARIANS - 520-2

Duration: 8 weeks

Locale: University of Oklahoma Norman, Oklahoma

Begins: Approximately June 5

Ends: Approximately July 28

PIO/P Category and cost per month: Non-academic- $1,250/ month

Development Objectives:
To provide qualified engineers and sanitarians with practical field training through a "learn-by-doing" technique and to give them a broad acquaintance with public health practice.

Training Plan:
Each of the eight weeks will consist of supervised field work and laboratory practice, together with group discussions on the field work. In general, the procedures will be to discuss briefly the base public health aspect, principles, and practices of each phase of local health sanitation, with major attention being devoted to sanitation problems. These problems will then be carried out insofar as possible as an integral part of the regular sanitation program of the area.

The first five weeks of the program will consist of lectures, field studies and integrated field training attended by all participants.

The final three weeks of the program are individualized to permit the participant to pursue an area of interest or a particular problem area in his home land.

Typical Course Topics include:
Administration, organization and function of health facilities; rural and municipal water supply and sewage disposal; food and milk sanitation; refuse storage and disposal; camp and school sanitation; industrial hygiene; swimming pool sanitation; radiological health; insect and rodent control; housing and emergency sanitation.

Candidate Requirements:
Formal training through high school or beyond. Related work experience may be considered in lieu of academic training.

Other Considerations:
Nomination Deadline: Prior to April 1

Documentation to AID/W: By November (See Note)

English Language Requirements: Same as required for admission to U.S. University or College for academic study.

No academic transcript needed unless academic credit desired.

NOTE: Recommended as a Unit of a Composite 9 - 12 months U.S. Training Experience in Environmental Sanitation. See separate sheet for total typical program outline beginning latter part of January.

.....

Title & Code: SANITARY ENGINEERING AND PUBLIC HEALTH TECHNICIAN TRAINING - 520-3

Duration: 2 years

Locale: Limited number of institutions offering these curricula

Begins: September

Ends: August

PIO/P Category and cost per month: Academic- $800/ month

Development Objectives:
To train engineering and public health technicians in the area of Sanitary Engineering and Public Health. Graduates would be qualified for entry into positions such as public health engineering aide, sanitarian aide, water and sewerage treatment plant operators; stream

sanitation technician, industrial waste technicians, sales and services of equipment, engineering technician positions with municipal, state and federal governments. They would be familiar with the design of municipal and rural water supply and sewerage disposal systems, milk and food sanitation, water pollution problems, housing and allied health problems and the control of communicable disease.

Training Plan:
The program is of two years duration. The first year is designed to give a basic background in basic science, mathematics, specialized terminology and other technical skills which will enable him to effectively communicate orally and in writing and will broaden his outlook.

The second year is spent in the major subject area of specialization. The student will attend courses that teach him to recognize and correct environmental health problems such as mentioned in the training objectives. Typical specialized courses are Sanitary Chemistry and Biology, Water Purification, Liquid Waste Treatment, Water Supply and Sewerage Planning and Operation, Communicable Diseases and Epidemiology, Economics and Human Relations, Surveying, Water Utilities Organization and Management, etc.

Candidate Requirements:
1. High School graduate or equivalent
2. English proficient

Other Considerations:
Nomination Deadline: June preceding course

Documentation to AID/W: Preferred by March or April

English Language Requirements: Must meet standards for academic training as stated in Annex A to M.O. 1382.2.

Associate of Arts degree presented for successful completion of 2 year study.

Many course credits are transferable to a 4 years curriculum within the same state education system.

Academic transcript needed.

.....

Title & Code: WATER AND SEWERAGE FACILITIES - OPERATION AND MAINTENANCE - 520-6

Begins: 1/

Locale: Water and Wastewater Technical School, Neosho, Missouri

PIO/P Category and cost per month: Non-academic- $1,250/ month

Development Objectives:

1) To train subprofessional and professional level personnel to supervise, operate and maintain water and sewerage facilities of municipalities and private companies.

2) Familiarize supervisory personnel connected with the direction of public utilities with the problems associated with the operation of a water or sewerage facility.

3) Familiarize participants with the terminology, equipment, methods and techniques of the U.S. water industry before his assignment to "in-service" or academic training.

4) Supplement academic theory with practical training.

Training Plan:

Instruction is conducted by a "staff" recruited from the water and waste water industry, consulting engineers, public health specialists, equipment manufacturers and others, each with expert training and experience in their particular fields. Methods include lectures, films, laboratory and/or shop periods, field trips and field resident training assignments. Training courses are divided into the following levels:

1) One week comprehensive study in new developments and technology to upgrade knowledge of persons already employed and experienced in the water and sewerage industry.

2) 36-weeks course of basic skills for persons with no knowledge of the water and sewerage industry. Includes water and sewerage treatment; distribution and collection systems; motors, pumps, valves, filters; management, etc.

3) 16-weeks advanced technical course for those qualified after completing the 36-weeks course.

4) Individualized programs tailored to the needs of a participant, or group of participants. Course duration and content vary with the stated objective and time available.

5) As requested, seminars and special orientation courses for U.S. and foreign visitors concerned in any way with public utilities.

Candidate Requirements:
1) Preferable with the equivalent of a high school education, or better.

2) In, or will be assigned to, some phase of the water and waste water industry.

Other Considerations:
Nomination Deadline: 30 days before course starts

Documentation to AID/W: 90 days before placement

English Language Requirements:
1) Must meet minimum language requirements for technical training stated in Annex A to M.O. 1382.3.

2) Special seminars and short courses could be presented through interpreters provided by AID/W.

No academic transcript needed.

1/ a) One week comprehensive courses are scheduled throughout the year - dates are usually available six months in advance.

b) A new 36-weeks and 16-weeks course starts in January, April, July, and October.

c) Individualized programs, seminars and short orientation courses may be implemented at any time with a 30 days' notice.

.....

Title & Code: COMPREHENSIVE TRAINING FOR FOREIGN SANITARIANS -520-7

Duration: 9 - 12 months

Begins: Late January or early February

Ends: November to January

PIO/P Category and cost per month: Non-academic- $1,250/ month

Development Objectives:
To upgrade the knowledge and competency of the participant in the field of Environmental Sanitation through:

1) Participation in Unit Courses or programs especially designed to provide specific types of experience and fill specific needs.

2) Assignments to operating facilities to gain experience in the practical application of techniques and knowledge toward improvement of the health of the community.

Training Plan:
A typical program would follow, in substance the following outline.

	Weeks
Washington, D. C.	
Orientation and W.I.C.	2
Summer Field Training	
Institute for Engineers and Sanitarians, University of Oklahoma, or Public Health Sanitation School, East Tenn. State University	8 - 11
Water and Sewage Facilities-	
Operation and Maintenance- Water and Wastewater Tech. School, Neosho, Missouri	16
On the job training with selected city/county health depts. and/or Indian Health Service	12
Environmental aspects of communicable disease control given at CDC, Atlanta, Georgia	4
AID Communications Seminar	1
Exit Procedures and Evaluations	1
If third country training desired	2 - 3

Candidate Requirements:
Designed for sanitation personnel lacking formal training necessary or time requirements for degree studies.

Formal academic study through high school desirable but not mandatory.

Should have understanding of basic math, chemistry, biology, and epidemiology.

Should have one or more years of related work experience.

Other Considerations:
Nomination Deadline: 1st come - 1st served basis.

Documentation to AID/W: By November 1

English Language Requirements: Same as for admission to U.S. University or College for academic study.

Academic transcript needed.

.....

Title & Code: PUBLIC HEALTH SANITATION SCHOOL - 520-8

Duration: 8 weeks

Locale: East Tennessee State University at Johnson City, Tennessee

Begins: June 17

Ends: August 15

PIO/P Category and cost per month: Non-academic- $1,250/ month

Development Objectives:
The Public Sanitation School, conducted by the Department of Environmental Health, College of Health, East Tennessee State University, in cooperation with the Tennessee Department of Public Health, began in 1957. Since that time, the School has endeavored to help meet the increasing demand for highly trained and dedicated public health sanitarians. Sanitarians from city, county, and district health departments from Tennessee and other states and foreign countries have completed this program.

Training Plan:
The School's five courses, granting 18 quarter hours of college credit, provide the academic phase of the basic training for public health sanitarians.

These courses are Environmental Health Equipment, Health Communications, Introduction to vital Statistics, Public Health Sanitation, and Biological Foundations of Sanitation. Topics to be studied in the course will include all applicable phases of the biological and physical sciences, public health problems related to the field of environmental sanitation, preparation of official reports and journalistic releases, public speaking, sanitary engineering, and specific problems in the field of public health sanitation.

Course instruction during the Public Health Sanitation School will be given by regular East Tennessee State University faculty members from the following departments:

Environmental Health	Industrial Education
Geology	Mathematics
Health Education	Nursing
Health Sciences	Public Relations

The participation of consultants from various official and voluntary public health organizations, as well as field trips to places and establishments of public health significance enhance the class lectures, demonstrations, and laboratory sessions taught by the University faculty.

Certificates are awarded to all sanitarians who successfully complete the course. The C. Bradley Bridges Sanitary Science Award is awarded to the student who best exemplifies the attributes desired in a sanitarian.

Courses:

E.H. 3390. Health Communications (3 hours)

Designed to help the student to speak and to communicate more effectively and purposefully in his profession. Includes study in outlining, writing for the press, practice in interviews, report writing, public address, organization, and other professional communication considerations.

E.H. 4360. Introduction to Vital Statistics (3 hours)

Deals with statistical logic and elementary techniques of statistical analysis as applied to health.

Collection and interpretation of population, natality, morbidity, and mortality statistics and elementary probability, sampling, and tests of significance will be considered.

E.H. 4370. Public Health Sanitation (5 hours)

Deals with critical analysis of environmental health principles, procedures, practices. Emphasis is placed on the application of sanitary science in providing a healthful environment.

E.H. 4380. Biological Foundations of Sanitation (4 hours)

Deals with basic principles of microbiology with emphasis on morphology, infection, and the effects of chemical and physical agents, parasites and arthropoes of medical importance--their recognition, life cycles, and methods of control will be considered.

E.H. Equipment 4390. (3 hours)

The basic principles of physical factors necessary for practicing environmental health. Topics to be covered are surveying, soil, topography, hydraulics, pumps, valves, plumbing, chlorinators, pressure tanks, environmental design and environmental equipment.

Consultants:

In addition to regular university course work, the Public Health Sanitation School provides numerous seminars, lectures, and personal conferences conducted by Public Health officials who are specialists in their respective fields. Consultants include representatives from the following agencies:

Tennessee Department of Public Health
Local Health Services
Bureau of Environmental Health
Divisions of:
- Air Pollution Control
- Laboratories
- Occupational and Radiological Health
- Sanitary Engineering
- Statistical Services
- Water Quality Control
- Local Public Health Departments
- United States Public Health Service
- Consumer Product Safety Commission
- Environmental Protection Agency
- Tennessee Valley Authority
- Various Other Government Officials
- Environmentally-Oriented Industries

Candidate Requirements:
Formal training through high school or beyond. Related work experience may be considered in lieu of academic training.

English Language Requirements: Same as required for admission to a U.S. university or college for academic study.

.....

Title & Code: PUBLIC HEALTH NUTRITION - 560-1

Duration: Varies from 4 months to several years or more (2 years M.S. degree).

PIO/P Category and cost per month: Academic- $800/ month

Development Objectives:

1) Specialized "tailor-made" individualized programs to meet specific needs.

2) Bachelor's Program.
(Dietetics - with one year internship, Home Economics, Institution Management, etc.)

3) Food Technology and Food Analysis. (May be special non-degree or graduate level).

4) Nutrition Education. Usually at Master Level - may go on to doctoral program.

5) Public Health nutrition. Usually the Master of Public Health degree with Nutrition major. Field experience a degree requirement.

6) Clinical Nutrition. Primarily for physicians - e.g., may lead to Master or doctoral degree in Bio-chemistry, etc.

Training Plan:

1) Special courses arranged and/or offered by certain training institutions - often under "contract".

2) Academic - with internship and O-J-T, as appropriate.

3) A. Short-term observation or bench work in food laboratories and/or FDA.

   B. One year special program - academic and O-J-T.

   C. Two year Master program.

4) At School of Public Health or University Department of Nutrition

5) School of Public Health. 9 - 12 months academic plus 8 - 12 weeks field training.

6) May be special one-year training, or residency training, or doctoral program. (The latter two would be 3 or more years).

Candidate Requirements: Usually B. Sc. with "B" average and experience in specialty.

Other Considerations:
Academic transcript needed; 3 letters of recommendation.

English Language Requirements: Desired TOEFL score of 500 or better.

Title & Code: PUBLIC HEALTH ASPECTS OF FOOD SCIENCE AND TECHNOLOGY - 560-2

Duration: 12 weeks (can be extended to 20 weeks)

Begins: 1st week June
Ends: last week August (or October)

PIO/P Category and cost per month: Non-academic- $1,250/month

Development Objectives:
In view of the urgent world-wide food situation, developing countries need to adopt and use more efficient methods of food processing, preservation and control. Both quantity and quality of food is involved in this critical situation.

Primary objectives of this course are:

a. To teach basic principles of modern food science and to present currently used processing methods.

b. To consider the fundamentals of food preservation and to learn about technical procedures involved.

c. To study the construction design, standards, and sanitation layout of various types of food and sewerage plants.

d. To understand the public health and nutritional aspects of food processing and preservation including the microbiology of food.

e. To become informed about laws, regulations and legal standards relating to foods.

f. To learn to take a given set of basic facts and apply them to the solution of problems so that reasoned decisions can be made.

g. To become acquainted with reference and other sources of information applicable to food science and technology.

Training Plan:
Theoretical
The student will be expected to read and study reference materials, books, periodicals, and pertinent literature. Such study is intended to increase the students' fund of knowledge and supplement the material presented in lectures and discussions. Each student will be expected to write a research paper on a subject of applicable interest. Examinations will be given to test the students' understanding and comprehension of materials covered.

Supervised Field Training
a. Two weeks of observation and field instruction with representatives of official agencies having legal and supervisory responsibility for food processing and control.

b. Two weeks of actual work in one or more food processing plants under the supervision of the plant superintendent or quality control supervisor.

Additional Practical Training
The course is scheduled during the summer months so as to accommodate foreign nationals enrolled in U.S. universities or colleges who may wish to enroll. Academic credit will be given for successfully completing the course and should in most instances, be transferable. However, if participating time is not limited, additional practical experience of from 6-8 weeks is recommended and can be arranged.

Candidate Requirements:
For subprofessionals sanitarians, nutritionists, and perhaps other foreign health workers not having the necessary academic background or time available to obtain a B.S. degree:

Must have equivalent of U.S. High School diploma and have related job responsibilities.

Other Considerations:
Nomination Deadline: First come - first served.

Documentation to AID/W: Not later than March 1.

English Language Requirements: Same as for admission to U.S. Univ. or College for academic study.

No academic transcript needed.

All program arrangements through University of Indiana. Minimum number of participants required to put on program is 6 - maximum accommodated 12.

.....

Title & Code: HEALTH EDUCATION (Community and School) - 560-3

Duration: From 3-4 months to 2 years or more.

PIO/P Category and cost per month: Academic- $800/month

Development Objectives:
May be:

1. "Special Student" non-degree program - in a School of Public Health, or Dept. of Health Education in University.

2. Undergraduate program leading to B.A. or B.S. in Public Health, Health Education or Health Sciences with major in Health Education.

3. MPH (Master of Public Health) or MSPH, or M.S. with major in Health Education.

4. Dr. P.H. (Dr. pf Public Health), Ph.D. - in Health Education or related specialty.

Training Plan:
1. May be one semester or two semesters in School of Public Health or other center for non-degree - work including academic and field practice. Program planned for student needs - but public health experience required.

Travel-observation program also possible for those in supervisory positions.

2. B.A. or B.S. program in university or state college up to 4 years depending on background. Field practice recommended following academic studies.

3. M.A., M.S., MPH degree requires form 12 to 24 months depending on upon background. (Three months field work required for MPH degree and recommended for M.S. degree).

4. Doctoral programs in Health Education require from 3-4 years of graduate work. Dissertation required in both Dr. P.H. and Ph. D. programs.

Candidate Requirements:
May be non-degree, Bachelor's degree, Master's degree (required in some instances in Social Sciences).

Other Considerations:
Academic transcript needed.

Language - TOEFL score of 500 desired.

Title & Code: PROGRAM ON INTERNATIONAL NUTRITION & DEVELOPMENT POLICY - 560-4

Duration: 17 to 34 weeks (Non-degree)
One year or longer (Degree)

Locale: Graduate School of Nutrition, Cornell University
Ithaca, New York
14850

Begins: September 1

Ends: May 25

PIO/P Category and cost per month: Non-academic- $1,250/ month

PIO/P Category and cost per month: Academic- $800/ month

Development Objectives:
The program has been established to accomplish the following objectives:

1) To provide training for government and other officials in low income countries presently involved, or expected to become involved, in nutrition planning or implementation.

2) To provide training for government and other workers in industrialized countries whose work relates to international nutrition.

3) To provide an academic discipline for students interested in a program of graduate study related to nutrition, national development, planning and public policy.

Training Plan:
Non-degree candidates will be expected to participate fully in the activities of the program including the courses, and seminars and may also be involved in research activities.

Degree candidates are required to participate fully in a program of courses, seminars and tutorials and work on a Special Problem.

A broad variety of courses are offered under the following disciplines:

1) Human Nutrition
2) Agricultural, Food and Health Economics
3) Food Science
4) Sociology, Anthropology, Rural Sociology and Demography
5) Public Health, Epidemiology, Physiology, etc.
6) Planning and Administration
7) Economic and Political Development
8) Human Resources Development
9) Education and Communication

Candidate Requirements:
Participants should have at least a bachelor's degree or its equivalent. Their backgrounds vary and may include basic training in nutrition, economics, development planning, sociology or anthropology, or other related fields. Persons who now are, or in the future will be involved in planning or administrative decision making in developing countries, or in influencing planners to include nutrition in development plans, are particularly welcomed.

Other Considerations:
Nomination deadline: 90 days before program begins

Documentation to AID/W: 60 days before program begins

English Language Requirement: TOEFL 500 degree

Academic transcript required.

.....

Title & Code: AGRICULTURE COMMUNITY NUTRITION

Department of Agriculture - 560-5

Begins: February
Ends: June

Duration: 4 months

PIO/P Category and cost per month: Non-academic- $1,250/ month

Development Objectives:
To prepare middle level personnel for the implementation of applied nutrition programs to overcome malnutrition which may be due to inadequate food supplies, insufficient knowledge of the relation of food to health, or inadequate utilization and conservation of existing food supplies. The course will include study of:

1. The science of nutrition - how food nourishes the body - with particular emphasis on the needs of infants, pregnant and lactating women.

2. Food losses and how to prevent them.

3. How to conduct nutrition surveys and how to use the results in planning a program to combat malnutrition.

4. Environmental sanitation factors affecting food preparation and how to improve them.

5. Cultural factors influencing food habits and nutrition education.

6. Effective methods and techniques for teaching adults to bring about changes in food habits, including:

a. How to work with individuals and groups.
b. Preparation of simple leaflets for use in literacy programs and with literates.
c. Use of radio as a teaching device.
d. Preparation of visual aids using indigenous and inexpensive materials.

7. Improving home production of foods - gardens, poultry, rabbits and goats.

8. How to coordinate Extension or Community Development nutrition programs with those of such agencies in the community as health, welfare and education.

9. Study of content of courses and methods for training auxiliary workers and voluntary leaders.

10. Study of available sources of protein rich foods and how to incorporate them into the menus for pregnant and lactating mothers and infants.

11. How to evaluate the effectiveness of community nutrition programs.

Training Plan:

1. Two weeks - Washington, D. C., for orientation to United States customs, government history, agriculture, rural life and institutions. Also, introduction to nutrition education programs and agencies involved in carrying nutrition information to the public.

2. Two weeks - Field observation, including living with a family in a rural area, and observation of community nutrition programs in action.

3. Six weeks - Nutrition workshop where participants will study, discuss, participate in lectures, and practice carrying out the training objectives. Each participant will be expected to develop and present a nutrition project applicable to her home country.

4. Two weeks - Field observation to practice, under the supervision of Home Economic Extension Agents, some of the theories studied in the workshop. Also, to engage in additional observation of nutrition education programs coordinated by other agencies serving the local community.

5. One week - Program for each participant to individually pursue her major point of speciality and interest.

6. One week - Participation in a Communication Seminar.

7. Two weeks - Washington, D. C., to summarize and evaluate training experiences.

Other Considerations:

Nomination Deadline: 90 days prior to starting date

Documentation to AID/W: 90 days prior to starting date

English Language Requirements: Ability to read and converse in English.

No academic transcripts required.

Title: PRODUCTION OF HIGH NUTRITION, LOW COST FOODS USING VEGETABLE PROTEIN - 560-6

Duration: 15 weeks

Begins: September 3

Ends: November

Locale: Meals for Millions Foundation
1800 Olympic Boulevard
P.O. Box 1666
Santa Monica, California
90404

PIO/P Category and cost per month: Non-academic- $1,250/ month

Development Objectives:

1. To provide participants with the latest in protein food technology.

2. To encourage creative solutions which solve the need for high nutritional foods of marketable value for distribution in emerging economies.

3. It is also for people in commercial companies who can use this technology and for those who have direct interest in the field.

Training Plan:
Course Content:

1. Review of the nutritional role of protein
2. Protein concentrates and isolates
3. Vegetable milk production
   a. Liquid products
   b. Dried products
4. Textured vegetable products
5. Expanded cereal products
6. Protein products through fermentation
7. Social sensitization
8. Orientation tour

The program consists of seven hours of instruction per day, five days a week (this includes daytime or afternoon and evening classes). The last two weeks of the program are devoted to an extensive orientation tour of various types of research institutes, universities, food processing plants and related industries.

Candidate Requirements:
This program is intended for food technologists and researchers in educational institutions, already involved in product development, who are looking for additional expertise and new ideas in protein food development.

Other Considerations:
Participants should have a good command of written and spoken English. Early admission requests are advisable. The deadline date for registration is May 1.

Title and Code: ADVANCED STUDY PROGRAM IN INTERNATIONAL NUTRITION PLANNING - 560-7

Duration: 9 months

Begins: September

Ends: May

Locale: Center For Advanced Engineering Study
Massachusetts Institute of Technology
Cambridge, Massachusetts

PIO/P Category and cost per month: Academic- $800/ month

Development Objectives:
The program is designed primarily for officials of governments and international agencies who are involved in or are likely to become involved in the planning, implementation, or evaluation or programs designed to combat malnutrition in low income countries.

Training Plan:
Each person accepted will undertake a special program of course work, seminars, and in some cases field work, developed in a way which most sensibly supplements existing talents and experience, whether in public health, finance and economics, or administration. Among potentially relevant subjects are development economics, human nutrition, quantitative methods and data analysis, health service administration, and region-oriented political development.

The seminar and the nutrition course work are intended to provide useful means of pursuing essential steps in the planning process, specifically:

1. Assessment of the nature and magnitude of existing malnutrition problems, particularly with regard to young children, among whom the consequences and implications of malnutrition are most critical;

2. Analysis aimed at identifying the relative importance of and interactions among the determinants of malnutrition, for example: income, commodity prices, systemic and enteric infection, belief patterns and the nutritional content of foods;

3. Determination of effective technological and economic means of affecting the determinants or problems found to be most important in the first two steps, including the projected costs and benefits of various forms of information dissemination, food fortification, plant breeding, subsidizing food availability, modified agricultural price policy, and public health program.

Candidate Requirements:
The program is limited to individuals able to meet entrance requirements, including fluency in English, and who are sponsored by their respective organizations or government. The primary requisites for

admission to the program are several years of professional experience, a record of past professional accomplishment, intellectual maturity, and the educational background needed for participation in regular MIT subjects and other scholarly activities at MIT.

General selection criteria will include:

1. The relevance of the applicants professional work to the Advanced Study Program and the relevance of the Program to the applicant's professional work.

2. The applicant's proficiency in the English language, for which an examination will be held. Fellows from abroad are expected to be conversant with spoken and written English. All applicants, with the exception of those whose schooling has been in English, should submit the results of the Test of English as a Foreign Language (TOEFL) as part of their application.

Other Considerations:
Interested missions are requested to cable nominations to AID/W at least 3 months prior to program starting date to insure sufficient lead time. PIO/Ps, bio-data and other documentation should be forwarded to AID/W as soon as possible.

.....

Title & Code: POPULATION STATISTICS AND DEMOGRAPHIC ANALYSIS - 570-1

U.S. Bureau of the Census

Duration: $11\frac{1}{2}$ months
Participants may join the program at the beginning of a training period (in January or March) for a program of $7\frac{1}{2}$ or $5\frac{1}{2}$ months if they have background equivalent to the training offered during the preceding period(s). Separate enrollment is possible for the workshop and field demonstration in the fourth training period.

Locale: U.S. Bureau of the Census, Washington, D.C.
Occasional trips and field exercise outside the Washington area.

Begins: Early September
Ends: Early August

PIO/P Category and cost per month: Non-academic- $1,250/ month

Development Objectives:
Demographic surveys and population censuses provide the principal basis for establishing dependable data on the numbers, characteristics, and geographic distribution of the population; also they are frequently the principal statistical vehicles for measurement of population change. Demographic data can serve as a basis for determining national population policies and for measuring the impact of family planning programs in addition to the familiar uses in planning and administering programs of economic and social development.

More than 100 developing countries have already participated, or are planning to participate, in the 1970 World Census of Population. It is of vital importance not only that the censuses produce timely results that satisfy basic demographic inventory needs but that countries plan for continuing surveys to provide current population data. Training in census concepts and methods is incorporated in the curriculum for participants requiring such training; however, with many countries already past the data-collection stage, emphasis is placed on the processing and analysis of data and on household sample surveys as a continuing source of demographic and related information.

The training is intended for professional personnel working in population and housing censuses, household demographic surveys, and population growth surveys. Additionally, it is designed for statisticians who are responsible for determining population levels, growth patterns, and future trends. Participants learn techniques for developing dependable demographic measures from incomplete and defective data, which represent the usual type of information available for developing countries.

Training Plan:
The first four training periods include classroom work, seminars, conferences, and discussion and laboratory sessions. The classroom work gives participants the basic knowledge and skills that are needed for obtaining and analyzing demographic data. In the population seminar, expert demographers are invited to discuss topics of special interest to the participants; also, each participant reports on some aspect of population statistics or demography appropriate to his country. The fifth training period consists of a full-time workshop and field demonstration in demographic sample surveys, combining population change studies with the Atlantida Case Study on household sample surveys. The case study assumes that a mythical country is engaged in all phases of planning and implementing a sample survey--from determining objectives and setting up table outlines, through sampling and field operations, to processing the data.

A recommended curriculum for participants who are specializing in population statistics and demographic analysis appears on the next page. Demography is the major area of training emphasis, but clearly related auxiliary fields and skills are included, such as statistical sampling, survey methods, mapping, design of questionnaires and control forms, and basic data processing operations. Statisticians interested in other courses may select from the list on pages 6 and 7 in accordance with their program objectives.

A. COURSES AND WORKSHOPS

		Class hours per week
First training period--September 3 to October 4		
301	Population Trends and Patterns.....	6.0
101	Introduction to Statistical Methods.....	6.0
Second training period--October 7 to December 20		
302	Population Census-Survey Concepts.....	1.5
303	Applications of Population Census Techniques..	3.0
304	Introduction to Population Analysis.....	3.0
305	Population Analysis Laboratory.....	2.0
601	Census-Survey Questionnaires and Forms: Design and Response Research Laboratory.....	3.0
602	Data Processing Operations--for Subject Matter Specialists.....	1.5
603	Computer Processing Fundamentals--for Subject Matter Specialists.....	1.5

		Class hours per week
	Choice from the following:	
102	Intermediate Statistical Methods and Applications	3.0
103	Probability Sampling for Surveys	3.0
Third training period--January 6 to March 20		
306	Demographic Measures from Incomplete Data	3.0
307	Advanced Techniques of Demographic Analysis	3.0
308	Advanced Population Analysis Laboratory	2.0
320-1	Demonstration Demographic Survey Laboratory	2.0
350-1	Seminar: Selected Topics in Population and Demography	Varies
108	Control and Evaluation of Nonsampling Error	3.0
604	Geography and Mapping for Surveys and Censuses	3.0
605	Preparation of Statistical Reports	1.5
	Choice from the following:	
204	Sampling Concepts for Agricultural Surveys	3.0
406	Economic Surveys of Households: Family Income and Expenditures, and Manpower	3.0
Fourth training period--March 24 to June 13		
309	Fertility and Population Change Surveys: Design and Methodology	3.0
310	Review and Interpretation of Demographic Data	3.0
312	Population Estimates and Projections Laboratory	2.0
313	Applications of Life Table- and Projection-Techniques for Development Planning	3.0
320-2	Demonstration Demographic Survey Laboratory--Continued	2.0
350-2	Seminar: Selected Topics in Population and Demography--Continued	Varies
606	Management of Statistical Activities	1.5
690	Workshop: Training for Statistical Activities	1 week
	Choice from the following:	
209	Agriculture and Population	1.5
311	Determinants and Consequences of Population Trends	1.5
Fifth training period--June 16 to July 25		
390	Case Study in Demographic Sample Surveys: Workshop and Field Demonstration (jointly with Course 190)	Full time
691	Seminar: Statistical Applications of Remote Sensing Imagery	2 days

Candidate requirements:
Participants should have some working experience (at least a year) in population statistical programs and a basic knowledge of algebra. Formal educational background may range from high school graduation to advanced university degrees. Academic training in mathematics, statistics, sociology, and demography is especially helpful; a basic acquaintance with demographic measures is desirable but not required.

English Language Requirements:
Score of 70-70 ALIGU. Some familiarity with the English language terminology of technical terms used in demography and population analysis is desirable.

Academic transcript desirable. Participants are requested to bring with them information, publications, instructions, and procedures that are followed in their national censuses and surveys; these materials will be of value in research and methodological studies in which they may participate.

Raising the Effectiveness of Participant Training. Between four and five percent of the money spent on country P/FP programs each year goes to Participant Training. This activity is a major component of the effort to develop the manpower that operating programs, both public and private, require to mount and carry out the activities that can improve health and begin to slow the rate of population growth. In most developing countries population growth must be sharply slowed if development is to pay off in better lives for the citizens.

Participant Training is a principal means of assisting country P/FP programs. It is uniquely capable of responding to the specific needs for more effective personnel to participate at all levels and in all of the numerous relevant professional and subject matter areas that P/FP must have. Over the past five years there has been rapid change in the content and organization of P/FP knowledge and operations. Many people have already been trained in-country, in the U.S. and in third countries. Much of this training has, of necessity, been done on a catch as catch can basis. It has produced much useful improvement of knowledge and skill, but it is possible to considerably improve the relevance and effectiveness of future training. Important ingredients in improving the training of those who come to the U.S., for short or long term training, is better definition of training needs and selection of candidates on the part of host units, in conjunction with USAID Population and Training Officers, on the one hand, and better planning of detailed programs in AID/W on the other. A major purpose of this special section of the Development Training Guide is to systematically present information that, hopefully, will make it possible to raise the effectiveness of Participant Training in the U.S.

A FUNCTIONAL CLASSIFICATION OF P/FP MANPOWER

To provide some general guidance on the major classes of manpower which are likely to be needed in P/FP programs with some suggestions of sources of candidates and the kind of training that is relevant to performance the following table is presented.

Category & Job Designation	Source	Training Requirements
I. Managerial A. First Level 1. National Executive 2. Regional or provencial Executive	Recruited from one of the relevant professions: If Government program frequently are physicians or civil	Leadership skill and ability cannot be taught. Training can improve managerial skills, teach how to plan programs, generate and use evaluation,

Category & Job Designation	Source	Training Requirements
	servants. If private may be civic leader. Acquired by recruitment & selection on basis of performance.	IE&C, and other modern management methods.
B. Second Level 1. Staff a. Program Planning Officer b. IE&C Director c. Evaluation Officer d. Training Director e. Chief Medical Officer f. Chief Nurse or Nurse-Midwife g. Chief Social Worker h. Personnel Officer i. Budget and Fiscal Officer j. Supply & Logistics Officer	Recruited from existing professional pools in country or region. Many of these specialists are in very short supply so many FP programs are inadequately staffed at national and major geographic unit levels. Program Planning and Evaluation Officers need social science backgrounds with strong statistical and management components.	Where reasonably well qualified specialists are available what is principally needed is intensive training in P/FP subjects to make them competent to apply their specialty to professional leadership in P/FP programs. There is the need for a good deal of cross training between the fields represented among senior staff with special need for training in Management, Evaluation and IE&C components.
2. Line a. District, City, Town FP Officers b. FP Center, Clinic or Mobile Unit Chiefs	Geographic Unit Heads may be non-physician, are recruited or selected from within country or FP organization.	Managerial Training-There is a body of managerial knowledge that can be imparted to this group that will improve their ability to manage. Updated professional medical training is also needed in many cases. (See specialized professional training requirements below) IPPF has identified this area as a need.

Category & Job Designation	Source	Training Requirements
II. Operating A. Clinical 1. Ob/Gyn & Surgeon 2. Staff physicians 3. Nurse-Midwives 4. Midwives 5. Assistant N-Ms. 6. Traditional Midwives 7. Nurses a. Public Health b. Institutional 8. Nurses Aides	Professionals (Physicians, Midwives and Nurses) must be recruited from pools of these professions in each country. They are in short supply. Family planning must compete with other medical service, manpower requirements. Sub-professionals (A N-Ms, Nurses Aides etc) also have to come from basic training systems though FP programs may be able to train some of them within own training system.	Professionals: must have effective special FP training particularly where clinical work includes new advanced techniques of fertility management. Sub-professionals: Need basic specialized FP training and continuing on-the-job programs for further development of knowledge and skills.
B. Community and Outreach 1. Social Workers 2. Information and Communication Workers 3. Home Visitors 4. Community Aides 5. Volunteers	Social workers (mostly undergraduate level) and IE&C workers are recruited from the existing pool of high school to college graduates who have had either training or experience. Some Social workers house visitors and other outreach types are recruited from the communities where the work is located.	All of these classes of workers need to have carefully designed training with on-the-job and refresher follow-up. This training needs to be locally designed and carried out and be based on job content needs. This is numerically the biggest FP Manpower development task in the program.

Category & Job Designation	Source	Training Requirements
C. Commercial Sector 1. Managers 2. Merchandizers 3. Retailers	All of these personnel will come from commercial organizations that the contractor works with.	Managers and Merchandizer will need to be trained in a number of areas. The management and merchandizing training will be adaptive to special needs of distributing and selling contraceptives. Managers will also have to be in how to organize and carry out the training of the retailers.
III. Support A. Research 1. Bio-medical 2. Social	From very small number of highly qualified people who have gotten post-graduate & post-post graduate training in developed countries, source.	Cannot be produced by special short term training have to come from well established institutions that teach and do research with long periods of education & research apprenticeship activity.
B. Training 1. Training Officers	From pool of trained educators or persons with practical training experience.	There is an excellent body of knowledge and experience on how to organize and conduct effective training programs which can be taught.
C. Statistical Services 1. Demographers 2. Census Specialists 3. Data & Statistical Specialists	From among social science generalists with strong statistical interests and skills.	Limited number highly educated in developed country graduate schools. Larger number with basic training in LDC colleges and universities.
D. Advisory Services 1. Social and Behavioral Scientists 2. Legal Advisors 3. Developmental Economists	From among social science generalists and lawyers.	Limited number highly educated in developed country graduate schools. Larger number with basic training in LDC colleges and universities.

Category & Job Designation	Source	Training Requirements
E. IE&C Media Specialists 1. Radio 2. Film 3. Publication 4. Television	From growing professional pools.	These types have to be generated in the societies where they work.

Principles to Consider in Participant Training in P/FP

The Office of Population over the past year has carried out an extensive study of the priorities which should command attention in the effort to improve the whole AID effort in the population area. This study coupled with the tightening of fund availabilities is now forcing hard choices as to which of many good activities must be curtailed. These considerations require that even such well established and proven activities as participant training must be constantly examined to insure that the resources it uses produces the optimum return in program effectiveness. Improvement in participant training can come only as the individual choices of who gets training in what, to achieve what purposes, are made in each country Mission. In planning your participant training program and choosing who is sent with what requests for training, consideration may well be given to such principles as follows:

1. Emphasis is given to selecting participants from jobs to receive training in subjects that will:
   a. Most directly and effectively improve and/or expand the coverage of FP service delivery.
   b. Contribute to making the whole range of acceptable FP methods as widely available as possible.
2. Multiplier effect -- participant has high capacity to train others when training completed.
3. Emphasis is placed on short term training that focuses on improving the job performance of the participant.
4. Long term training in the U.S. is planned for only when the participant has had all the training available in-country and the operating program can clearly profit from the proposed long term training.
5. There is a job and place in the P/FP program to which the participant can return and make effective use of the training received.
6. The candidate is the best qualified, among those available, to receive the training and put it to use after returning home.
7. There is no equally good alternative donor or program to provide the training. Wherever possible such alternative means of providing training should be used thereby conserving AID resources.

World-wide Participant Training Fund

For the past two years there has been a World-wide Participant Training Fund from which PIO/Ps have been issued to bring participants to the U.S. for training. This fund was set up to provide a flexible way to provide short time participant training for P/FP personnel from any part of the world that is eligible to receive Title X aid. It is specifically reserved to assist those countries or special situations where one or more of the following conditions obtain:

1. There is no USAID Mission with bilateral training funds, as is the case with many small countries in Africa or countries that have had AID in the past but are now "graduates" that no longer receive other types of aid but are still eligible for Title X assistance.
2. Regular AID assisted countries where national policy on Family Planning has not yet reached a stage where the country will approve FP participant training under existing bilateral agreements.
3. Countries that will not approve FP participant training because the participants represent private organizations which the government will not agree to support through such training.
4. Special cases where sudden or unplanned urgent needs for such training arise out of phase with regular programming cycles so that the delay that would result from waiting for the normal programming cycle would seriously delay urgent activities or would result in missing all-together rare or difficult to get training programs.
5. As a rule the World-wide Fund will not be used for long term training that is designed to provide advanced degrees for participants, though in special situations where overwhelming need can be substantiated or where short term further support can finish out and protect investments that AID has already made toward justified degree programs exceptions can be granted.

Procedure: To make use of the World-wide Participant Training Fund a USAID Mission, a U.S. Embassy, any PHA/POP area or subject matter division, SER/IT/P/PH may apply to the fund by telegram, airgram, or memorandum. The request and justification for the training would usually be directed to the cognizant PHA/POP area division which, if they thought that the training was justified, would check with SER/IT/P/PH to determine that there is money available in the fund. On ascertaining that funds are available the area division would then initiate a formal request by memorandum that conforms to a prescribed format. This memorandum would then be concurred in by the relevant subject matter division and forwarded to the chief of the Population Educational Services Division who has final authority to approve the use of the Fund for specific cases. When signed by him the approved application is then forwarded to SER/IT/P/PH which will issue the PIO/P and notify the nuits necessary to carry out the approved program. The monitoring of all such PIO/P's will be continuing responsibility of SER/IT/P/PH.

How Implement U.S. PIO/P Funded P/FP Training Programs

Many excellent training programs in the field of population/family planning are presently available in the United States. However, since the field is expanding rapidly, additional programs are announced frequently and those already established add new dimensions. One of the chief functions of the Population and Health Branch of the Office of International Training is to be knowledgeable of the programs available and constantly to enlarge acquaintance with developments in this training area so as to be responsive to requests from the field.

There are several classes of training programs that can be planned. Long term training programs include those leading to a Master's or doctoral degree, and, in a few cases, to bachelor's degree. There are a number of workshops and Seminars, given as a single offering or repeated at stated intervals. Short term, practical training of from a few weeks to several months, including course work and on-the-job training, can be arranged. Observation programs are also possible.

The best way to secure the most appropriate training is for the USAIDs to forward to AID/W PIO/Ps, bio-data, and academic credentials if university placement is required, with as much lead time as possible. The Development Training Specialist in Washington will develop the training program, select the most suitable institutions available, and make the necessary arrangements. Details of the placement or itinerary will be forwarded to the USAID for concurrence, with a suggested call forward date for Washington orientation. At this point modifications or additional suggestions from the USAID are appropriate. If the desired training cannot be arranged, alternatives will be suggested for the consideration of the USAID.

PIO/Ps should be written in accordance with the standard cost computations established by the Controller's Office. The training desired for the individual or group should be described in as much detail as possible. It is most helpful to know the responsibilities of the position the participant holds and the use he is expected to make of his training upon his return. To ensure good programming, sufficient lead time to explore available possibilities is required. If a participant is to be proposed for a Master's degree, his application for admission must compete with those from other students sponsored by various agencies and foundations, from international students applying on their own, and from the general public. The universities which have developed programs in population/family planning are leading institutions with high academic standards, and graduate schools are limited in the numbers they can accept for study. Many schools have a cut-off date in the spring, after which they cannot admit additional people for the fall semester. It is, therefore, very important that bio-data and academic credentials be in AID/W at the earliest time possible so that admissions can be requested.

If the Mission wishes to suggest a specific institution for academic placement, it is requested that this not be named in the PIO/P but be mentioned in a separate memo or attachment. All except the funding page of the PIO/Ps are submitted to training institutions, and it may be embarrassing to send to one university a document mentioning another, as placement is not always possible in the institution named, but another may be just as appropriate.

If there is delay in getting the PIO/P finalized, a draft copy of the PIO/P, with bio-data and academic credentials, may be forwarded so that the placement procedure can be started. If, for any reason, the PIO/P is not finalized, the placement can be cancelled. Universities usually have a waiting list for graduate spaces; so this does not cause a problem. Placement for academic programs cannot be effected without academic credentials.

On the other hand, it is not feasible to arrange observation programs until PIO/Ps and bio-data are in hand. To make appointments, it is necessary to give the agency accepting the group for a visit the names, titles, job level and responsibilities of the participants. Canceling an observation visit, if done too often, can lose an institution as a resource.

In PIO/Ps requesting observation programs, the name of suggested sites for observation are appropriate, with the understanding that others may need to be substituted if these are not available or if others which seem more suitable can be recommended to the Mission.

It is possible for the Development Training Specialist to develop a program for a group of participants to meet specific objectives in situations where there is not an existing program in which they can be placed. However, since this type of programming requires extensive exploration and the use of the contract procedure in most cases, sufficient lead time is necessary.

An acceptable English language competency is critical to the success of a training program. Almost all universities now require that the international applicant furnish a Test of English as a Foreign Language (TOEFL) score. A score of 550 is the usual requirement for graduate study. This test is given overseas four times a year. It is suggested that all participants be scheduled for it as soon as they are selected. In some instances, the university will accept a student with a lower score if he is enrolled during the first semester in some English language course work along with his substantive courses. It has been generally accepted in the past that a participant coming for a non-academic program does not need as high level of English language facility as an academic student. However, it is apparent from recent experience that in the cases of physicians or others coming for programs in which such concepts as advanced techniques of contraception are involved, their knowledge of English will need to be very high if they are to receive full advantage of the training.

Training Categories

To facilitate the above recommended procedure of defining the training required and the capabilities of the candidate in detail and forwarding it to AID/W for the program to be worked out and the specific placement arranged general information and guidance for sixteen different categories of training are provided. It is hoped that this information will make it possible for Population and Training Officers in the Missions and Embassies working with the relevant host country organizations and institutions to select the best candidates for training and make it possible for AID/W to design the best possible training programs for them.

ADMINISTRATIVE PERSONNEL (See Functional Classification for Definition)

I. Training for Administrators and Managers - 580.12
Training programs and observation programs can be arranged for all types of Managerial Personnel. There are several workshop-seminars run by such institutions as the Government Affairs Institute, the University of North Carolina as well as a number of schools of Public Health that can provide useful training to this class of personnel. Plans for developing programs for this category should provide long lead times since each program will need to be planned to meet many constraints including such things of the length of time the managerial participant can be allowed to be away from the job when special courses are available, and the special needs the participant has to be met by the training. By mutual consultation between the field and AID/W special effort effective programs can be designed and carried out.

OPERATING PERSONNEL

II. Special Training for Medical Doctors. - 580.13

a. General Programs. Using PIO/P's special courses of refresher, or remedial training in any or all of the bio-medical and clinical aspects of Family Planning can be arranged for individuals or groups of doctors. They can be tailored to the time and subject matter requirements of a wide variety of situations and needs. English language proficiency and adequate planning lead times are necessary for such general programs.

b. Program for International Education in Gynecology and Obstetrics (PIEGO). Recent research and innovative medical practices have resulted in a number of new and advanced technologies for the improvement of reproductive health and the management of fertility. Extensive use of these technologies

along with the more conventional methods of family planning, can make a significant contribution to maternal and child health and to the lowering of birth rates. To make these advances widely available to well qualified LDC gynecologists and obstetricians a new international colleglum of medical institutions has been formed. Based on the JHPIEGO Corporation which is chartered by The Johns Hopkins University in Baltimore, a new program for International Education in Gynecology and Obstetrics (PIEGO) has been organized. Thus far four training centers at (1) The Johns Hopkins Hospital, (2) Washington University School of Medicine, St. Louis, Missouri, (3) University of Pittsburgh Graduate School of Public Health and the Western Pennsylvania Hospital, Pittsburgh, Pennsylvania, and (4) the American University, Beirut, Lebanon, are conducting concentrated courses in this program.

The four to six weeks of intensive didactic and clinical instruction includes the following: contraceptive techniques, pregnancy diagnosis, management of an incomplete abortion and the medical and surgical complications of first and second trimester abortions, diagnosis and treatment of common infertility problems, surgical and non-surgical pregnancy termination techniques and laparoscopy and other sterilization procedures.

In addition to this thorough exposure to instruments and clinical procedures the trainees are given instruction in the effective organization and management of an advanced technology fertility clinic and appropriate counseling methods. Also in concern for the public health aspects of the program stress is placed on building a better understanding on the part of the trainee of the relationships between the pattern of reproduction, family size and the health of the mother, the child and the family.

Candidates for admission must be physicians who meet the following requirements: (1) be a trained obstetrician-gynecologist or qualified surgeon, (2) be working as a clinical teacher so that others will be taught these procedures, or be involved in the delivery of services that can apply advanced technology in a family planning program, (3) be able to undertake post-graduate studies in English, (4) be an active member of a clinic, medical school or hospital that will recommend applicant to study and will provide an opportunity to apply these techniques for patient services.

This program is financially and operationally completely self-contained. Physicians gain entry to it by completing two

types of application forms (1) a personal application form and (2) an institutional application form. These forms supply the admissions committee which operates through the admissions office located at Johns Hopkins University in Baltimore to admit qualified students to the program. The institutional application form is particularly important since it indicates that the institution from which the applicant comes is prepared to give him opportunity to continue to apply what he has learned to operating programs. As a part of this program the institution may be supplied necessary special equipment to carry out the procedures which the trainee has learned in the program. Completed application forms are submitted directly to PIEGO at Johns Hopkins University, Baltimore, Maryland, and the accepted trainee receives his transportation and all subsistence allowance directly from the PIEGO program. It is not necessary to provide a PIO/P for a participant to enter this program. Population and training officers should obtain the necessary explanatory literature and application forms and supply them to potential applicants. The applicant then deals directly with the program in Baltimore. Accepted participants will be assigned by the Admissions Committee to one or another of the training centers. There is a long lead time in getting into this program ranging from nine to fifteen months. Applications are reviewed and acted upon each three months in September, December, March and June each year.

III. General and Clinical Training for Nurses and Nurse Midwives

General Programs - 580.14

There are a number of types of programs for nurses and nurse midwives which can be organized on individual or a small group basis to respond to the specific requirements indicated in a PIO/P. Ample lead time is required to plan such programs. The specifics desired in the training should be clearly defined. Information about the tasks which the participant is to perform on returning home would be particularly valuable in designing the details of the curriculum to be offered in the specific training program.

Clinical training for nurses and nurse midwives

1. Downstate Medical Center, Brooklyn, New York, conducts three 12-week training sessions per year in clinical contraceptive methods. The course also includes population dynamics and family planning clinic management. The courses begin in March, June and September.

   Participants must be practicing nurse midwives or midwives holding a professional diploma and certification or license to practice in their home country. Downstate, under special circumstances will accept participants who are registered

nurses without midwifery training. Downstate has the authority to determine if a participant has the necessary clinical skills for the course.

Downstate has a limited Spanish and French capability. One to two students may be admitted in each of these languages per session. Participants requiring French or Spanish instruction may have a longer waiting period for class placement. For 1974-1975 classes, priority is being given to LDC faculty teams being prepared to begin training programs in their own countries. Individual applicants will be wait-listed and accepted according to space available and priority needs of their country in family planning. Downstate can accept up to 14 participants per session. Applications should be submitted not less than six months and preferably one year in advance of desired starting date. Inquiries and applications should be addressed to:

Mrs. E. Pendleton
Department of Obstetrics and Gynecology
Downstate Medical Center
Post Office Box 24
450 Clarkson Avenue
Brooklyn, New York 11203

Downstate is in a position to pay transportation and maintenance costs for accepted participants. It is possible to arrange to send a participant to Downstate through the issuance of a PIO/P which is processed through standard procedures. Again, it is emphasized that six months to one year lead times are involved in getting a student actually into a course at Downstate.

2. Training at Harbor General Hospital in Los Angeles
A limited number of students can be trained in a special course for para-medicals that is conducted by Harbor General Hospital in Los Angeles. This is an experimental course which emphasizes both clinical procedures and community relations in the supply of family planning services by paramedical personnel. Anyone interested in entering this program should communicate with IT Washington and an effort will be made to arrange an entry into the program.

IV. Training for Para-Professionals and Auxiliaries - 580.15
There are no U.S. training programs for LDC para-professionals because this level of personnel seldom possesses sufficient English language proficiency or educational background to benefit from such training. However, there are a number of possible ways

in which LDC professional personnel who are responsible for teaching para-professionals in their own country may be prepared for that task. This training includes clinical training such as has been outlined above for nurses and nurse midwives and special training in how to train which will be described below. It is also possible to arrange observation tours for senior officers responsible for training para-professional personnel to visit or get some on-the-job training at a variety of institutions in the United States where programs for para-professional personnel are operated. These programs should be set up through the issuance of a PIO/P with careful definition of the tasks the participant is responsible for and the type of training therefore which is needed.

V. Training for Information and Education Workers - 580.16

Introduction

Several U.S. institutions offer training at various levels for participants in the population, information, education and communication (IEC) field. These courses provide educational opportunities for LDC nationals to either improve technical or program proficiency in their specialty fields or provide key leaders with the opportunity to obtain an understanding of the IEC role in the promotion of family planning. Areas of specialization include population IEC techniques and methodology, population dynamics, communication theory and research, information sciences, audio visual equipment and its use, area studies and social science research related to IEC activities. Among the institutions that offer such training are Indiana, Chicago, Syracuse Universities and the East/West Center Communications Institute.

1. Graduate Training - MS in Communication
PhD in Communication

a. The program requires both the study and the use of ways in which communication can increase international understanding and promote economic and social development.

b. Areas of specialization include: population IEC techniques and methodology, communication theory and research, educational program administration, information sciences, audio visual hardware and software, area studies and social sciences.

c. Master degrees are for 12 to 17 months of studies while doctoral candidates require between 36 to 40 months. Most institutions require BA or equivalent for MA study and MA equivalent for doctoral studies. Exceptions are made as appropriate in keeping with their academic regulations.

2. Specialized Training
Specialized training in population IEC is available to IEC specialists and key administrators on a short term basis, with emphasis on workshops, seminars, mutual development programs and IEC techniques and methodology. These courses which are arranged by the East-West Center Communications Institute in Hawaii may last from 2-10 weeks and are intended to provide participants with a population IEC expertise overlay to assist them in improving their own operations at home or in obtaining a better understanding of the population problems and the instrumentalities and approaches available to host countries.

3. Modular Training Units.
The Communications Institute, for example, has developed 15 self-teaching modular units which are incorporated in a 10-12 week course. Under this system of training the participant selects the fields of activity that interests him or fill in gaps in his training. He works with similarly programmed host country people and institute instructors. In the process, the trainee analyzes the content of the course, attempts to evaluate it, for his country's use and if able begins to revise or modify it to meet local requirements. Upon graduation the student is presented with a complete modular package with slides, tapes and other IEC materials to take home and to introduce in a training situation. In this way, the modular program can have a strong multiplier effect on spreading an understanding of population IEC methodology and technique to key leaders and the society as a whole.

4. Applications and Funding.
Applications for admission to the degree courses offered by the Universities are made directly to the institution concerned. Population and training officers will receive from AID/W and directly from the institutions concerned descriptive literature and application forms for such courses.

Applications to the East-West Center Communications Institute should also go directly to Hawaii (1777 East-West Road, Honolulu, Hawaii 96822). Country resources (Mission or host government or host institutions) are expected to meet the costs of training using a PIO/P or other means to pay travel, subsistence and training costs if at all possible. As a last resort the Communications Institute can share in these costs, if necessary.

VI. Training for Social Workers and Home Economics - 580.17
The principle thrust for training professional social workers in population family planning subject matter is being made through the efforts of International Association of Schools of Social Work to assist schools of social work located in developing countries to introduce suitable curriculum material into their

own teaching programs in order that population family planning personnel may be generated and social workers in general be knowledgeable about the way in which population family planning activities can contribute to preventive social work.

Social Work Training in Population in the United States
The University of Michigan offers a Masters Degree in social work and population for LDC social work educators. Qualified students have up to two academic years to complete the degree which prepares them to teach population studies in schools of social work. Participants must hold a bachelors degree or academic equivalent and be approved by the University of Michigan Admissions Office. Participants at the time of application must have a statement from their faculty head or government stating that the participant is engaged in social work education or will be placed in a faculty position on return. Approval from the institution or governmental agency where the participant is employed is also required.

Students are admitted at the beginning academic year, September, and applications should be submitted at least nine months in advance. This program is coordinated with the project of the International Association of Schools of Social Work, (A.I.D. csd 2971). Michigan may under special circumstances accept LDC social work faculty for short-term non-degree courses in population and social work. Programs for these special students would be arranged in collaboration with the LASSW. Population and training officers have already received information about these programs. Additional updated information will be circulated again in the near future.

Population Training for Home Economists
The American Home Economics Association sponsors training courses each summer for home economists from developing countries. The program concentrates on informing students about population family planning as it relates to home economics, and teaching them how to prepare materials, curriculum guides, program plans, et cetera. The courses are conducted for six graduate or undergraduate credit hours at selected U.S. universities under regular six-week summer school sessions. Although the courses are intended primarily for LDC home economists currently studying in the United States, additional candidates funded by Missions may apply. These candidates must speak English and should have completed at least two years of work toward a BA.

VII. Training of Training Officers - 580.18
Training workshops in population and family planning training are available at the University of Connecticut. The workshops are designed for family planning trainers whose central responsibilities are the development and management of training institutions, the training of family planning workers, and the training of family planning trainers.

To be most effective, the workshops should be attended by teams of trainers from the same institution so they can jointly work out a plan for implementation to take home. However, individuals with management responsibilities will be accepted. An institutional commitment to improve training methods is desirable.

The workshops are open to participants sponsored by the Agency for International Development, the United Nations, the World Bank, IPPF and other institutions in the family planning field. A maximum of 25 participants will be accepted for each workshop.

The basic goal of the workshop is for the trainers to learn and utilize the processes and skills of training to develop training strategies which integrate content and teaching methods with the practical needs of family planning delivery systems. It is planned that there will be two workshops, September to December, 1974, and March to May, 1975.

Requirements
All proposed participants must have evidence of a minimum English language score (TOEFL) of 500 and above, or ALIGU Test score of 80 and above, and must be in good health. Samples of text book and teaching aids normally used in courses should be brought to the workshop.

Application
Application may be made through organizations in the home country sponsoring overseas training. USAID sponsored participants will be coordinated through PIO/P contracts. Other inquiries may be addressed to Mr. Flemming Heegaard, Project Director, Family Planning Program, DATP, 1380 Asylum Avenue, Hartford, Connecticut 06105, cable: DATPUCON.

Support Personnel
There are a wide number of subject matter areas and activities that relate to the development and use of the support personnel which family planning programs require. The term "support personnel" here is being applied to professional categories that are concerned with supplying the operating and management types of personnel with the special tools and capabilities that are required to round out the design policy formation, evaluation and management of family planning programs.

VIII. Demography - 580.19
Demography is one of the most clearly defined and well developed of the categories of support personnel. There is a large number of American Institutions that have masters and doctors degree programs in this important field. In addition to this, a considerable number of LDC personnel have been trained in the field of demography in U.N. and other training programs or institutions located in the less developed countries.

In the event that a USAID mission needs to support the training of either public or private agency personnel for short or long-term training in the field of demography, the planning and funding of such a program should be carried out through a PIO/P. Working against the specifications in such a PIO/P, SER/IT would set up an individualized program for each person who is selected for such training as it is requested by a mission. The conditions outlined above, with respect to the problems of long-term training under PIO/Ps would obtain in this subject matter field.

IX. Population Statistics and Survey Techniques - 580.20
A number of special training programs are available through the Bureau of the Census and other channels by which personnel can be given a specialized and advanced training in population statistics and survey techniques. To be eligible for these courses the participant should have the equivalent of a bachelors degree with solid work in mathematics or have had a number of years of practical training in census taking and other types of survey work. Program should be defined and outlined through PIO/Ps which are submitted three to six months in advance of expected call-forward times.

X. Computer Science for Family Planning - 580.21
Special courses in computer science for family planning can be arranged at a number of institutions. Participants seeking this training should come from situations where computers are available and are already being applied to the handling of family planning data. Training requirements should be clearly defined so that appropriate courses can be arranged. Lead times of six to nine months should be provided.

XI. Evaluation of Family Planning Programs - 580.22
Participants seeking training in this field can have special courses arranged. Evaluation officers need a sound social science background with strong statistical and management components. Specific work needs and conditions should be clearly outlined in the PIO/P. Six to nine months for program planning and admissions arrangements are required.

XII. Population, Economics, Dynamics and Policy - 580.23
A special course is provided at Harvard University for principally masters degree work in this general field conducted by the Harvard Population Center. Fellowships are available to those who have the requisite qualifications and/or are able to meet the requirements for entry into the Harvard University Graduate School. Applications should be received well in advance usually with one-year lead time.

XIII. Training in Library Science for Population Librarians - 580.24

Optimal development of viable population policies, programs and research in less developed countries depends on their having a strong technical and scientific information structure. This implies a population library and reference facility which is adequate to serve all program needs.

The establishment of such facilities depends initially on the availability of skilled librarians who have acquired a broad knowledge of the population field. The one institution in the United States designed to provide this needed specialized training is the Technical Information Service (TIS), a unit within the Carolina Population Center, University of North Carolina, Chapel Hill, North Carolina.

TIS was created in 1971 to provide special training and lead in the creation of a worldwide complex of programs whose principal purpose is to increase the overall ability of librarians and reference institutions in LDC's to support effectively population research and policy development in their countries.

The training offered is of three types:

1. An 11 month (i.e., one academic year plus one summer session) post-graduate course leading to the Master of Science in Library Science degree. Candidates must possess a bachelors degree from a fully accredited college or university and be otherwise eligible for admission to the University of North Carolina Graduate School.

2. Internships at TIS lasting three to five months which are designed to provide opportunities for persons from developing countries, who are interested in population library work as a career, to gain additional library skills and a broader knowledge of the population field. Candidates must have a substantial background and interest in library work, through experience and/or training, as well as some prior contact with the population field.

3. Short-term traineeships at TIS which provide two weeks of intensive training in basic population library skills. Candidates must be trained librarians with active involvement in a population library.

XIV. Population Education - 580.25

It is well known that from 40 to 45 percent of the population in most LDC'S is under 16 years of age. Yet in most instances this group has received little or no attention in population limitation programs. Attention has been focused on the sectors of the population presently in the reproductive age levels.

This priority emphasis is perhaps understandable in the context of the urgent need to effect a reduction in current births and in view of the limited financial and personnel resources available for many family planning programs. This emphasis also derives from the fact that, until quite recently, very few persons concerned with family planning or related programs even thought of developing an awareness of the population problem among young people.

Thus, children and teenagers have been informed, if at all, by chance exposure to mass media such as radio programs, billboards, motion pictures and pamphlets, all of which have been designed to elicit response from adults. This is not to suggest that similar appeals be made to children and youth. What is suggested is that the world's young people, who will become the parents of the next generation, should be made aware of the magnitude of the population problem and educated to recognize that a small family is not only proper, but highly desirable and easily obtainable. Carefully developed population awareness program, both for in-school and out-of-school youth, will help them conceptualize the relevance of population and assist them later in making rational and responsible decisions about population matters.

While recognition that population education is a vital concern has been slow to emerge, several American universities have within the last three or four years begun to develop viable training programs for educators. Those most active are the following:

(1) Teachers College, Columbia University
(2) Florida State University
(3) Harvard University
(4) Indiana University
(5) University of Michigan
(6) University of North Carolina

All the aforementioned institutions offer courses leading to masters and doctors degrees. In those institutions where the degree is not in population education per se it is offered in a field closely related with a core curriculum built around population and family planning education. Understandably, course content and emphasis differs from one institution to another but the programs offered at the University of Michigan are illustrative of what is available in this emerging field:

> "The University of Michigan provides the opportunity for students in various professional areas to design an individual course of study in population and family planning education drawing upon a wide range of offerings throughout the University. Cooperating

units include the School of Public Health, the School of Social Work, the School of Education, the Department of Journalism, the Environmental Education Program in the School of Natural Resources, and the Departments of Psychology and Sociology. Students will generally come into the program with one of three professional interests: 1. School Population and Family Planning Education, 2. Non-School Population and Family Planning Education, 3. Population Education Research. Those who wish to work primarily with schools in one capacity or another may generally prefer to obtain a degree from the School of Education. Those planning to work with service agencies or in adult and community education may choose to work for a degree in Education, Social Work, Public Health or Journalism. Each degree will permit an emphasis on population and family planning as well as give the students a more general professional background.

"In addition to considering a preferred professional base, students in planning their academic work may wish to concentrate on one or more Program Areas. These include: 1) Population Education Policy, 2) Population and Family Planning Communications, 3) Population and Family Planning Instructional Programs (including sex and family life education), 4) Family Planning Counseling."

Each student interested in population education will be expected to take course work in four subject matter areas: 1) social systems, 2) social-psychological processes, 3) educational interventions, and 4) cultural settings.

Students seeking admission for graduate studies in population education must possess a B.A. or B.S. degree, preferably with First Division marks from a fully accredited college or university.

For interested persons who do not wish to pursue an advanced degree in population education, short-term training is from time-to-time available at the Communication Institute, East-West Center, Honolulu.

XV. Opportunities For Orientation And Observation In Population And Family Planning - 580.26

Opportunities for orientation and observation in U.S. population/family planning activities exist which could meet the needs of at least three types of people involved in LDC development.

These are:

1. Senior level officials of population/family planning programs who have only short periods of time to devote to orientation and observation.

2. Junior and Middle-level population/family planning technicians and administrative officers undertaking long-term academic studies in the U.S.

3. Senior level officials and other members of the LDC elite who are working in fields other than population/family planning.

Experiences can be provided in a wide range of subject areas: either an overview of the history and current status of population/family planning in the U. S., or computer-assisted discussions of the dynamics of population growth, or observations of government programs, or observations of private programs, or discussions or observation of outreach programs and follow-up programs, or observation of individual clinic administration.

Allowance is made for maximum exchange of ideas by active participation in group discussions of participants from varied disciplines. In this way, people with varying backgrounds obtain better understanding of problems and approaches in other countries.

Extended as well as brief field visits may be developed for people wishing practical knowledge of population/family planning clinic administration and follow-up. The visits are designed to provide ample opportunity for consultation by participants with appropriate staff people in order to discuss problems of mutual interest.

Many opportunities exist for special experiences of varying lengths of time in a program tailored to each individual's needs. For example, some experiences may be arranged in bi-lingual clinics in Spanish-speaking areas. Also, visits can be arranged to certain hospital-based family planning programs making advanced use of para-medical personnel for family planning purposes. Visits are also available to free-standing family clinics, single-purpose clinics, maternal and child health and family planning clinics, comprehensive care clinics, university-based clinics, and teenage outreach programs.

PUBLIC SAFETY AND PUBLIC ADMINISTRATION

-700-

PUBLIC SAFETY

Code 710

Public Safety training is predicated on the principle that the security, stability, and progress of any country are contingent upon the laws of the land and the ability of its police agencies to enforce those laws fairly, justly, and in a humane manner.

Training in the United States is offered, primarily, at the International Police Academy, Washington, D. C., a function of the Office of Public Safety (OPS), Agency for International Development, and programs are coordinated through the OPS Training Division.

Public Safety training in the United States is provided at the International Police Academy, in police executive programs, and in technical-specialist programs.

The International Police Academy is the pivotal institution providing police training for cooperating nations of the free world. It provides a forum for overseas police officers to discuss common problems and to increase their individual and their organizations' professional capabilities.

The principal purposes of Academy training are to impart to police leaders of emerging countries democratic concepts of responsible and humane police administration; provide them with professional knowledge that will assist in strengthening their police forces for the purpose of enforcing the law and maintaining the peace with full attention to individual civil rights; prepare them more effectively to counter criminal violence; encourage them to improve the character and image of their forces, thus binding them more closely to the community.

Available training programs and guidelines are detailed in this document.

A worldwide Public Safety training fund has been established for FY 1975. These funds, as available, will be used to finance training for police officers from LDCs, excluding narcotics training. These funds will not be used to finance cost of training from non-LDCs. However, participants from non-LDCs may be trained at the IPA or at any other institution through the facilitative assistance of OPS/W provided the countries concerned bear the full cost of training.

Training costs will be determined under the provision of AIDTO Circular A-725, dated 6-29-73. The rates do not include costs for

international travel, but cover maintenance allowances, including per diem, miscellaneous expenses connected with training (books, postage, transportation for field trips), normal tuition costs when enrolled at some other institution (U.S. Coast Guard Academy, U.S. Navy School, Northwestern University, etc.), and reception centers (New York, Miami and San Francisco) as well as the one-week orientation at the Washington International Center and hospitality (COSERV).

The International Police Academy does not charge any tuition for its courses. PIO/P's previously issued by AID Missions reflected maintenance allowances referred to above as well as international travel where applicable. AID/W is reviewing maintenance allowance rates currently in force to determine whether any changes are warranted for FY 75. Missions will be notified accordingly if there is a change in the standardized costs listed in this guide.

Additional information concerning qualifications and selection processes will be covered in each course announcement. When appropriate, AID/W will consider waiving certain requirements (i.e., age, education and experience), provided addressees furnish full data and recommendation that a waiver be granted.

Title & Code: INTERNATIONAL POLICE ACADEMY - SENIOR COURSE - 710-1
(Offered in English and Spanish Languages)

Duration: 12 weeks; enrollment limited to 30 officers

Locale: International Police Academy, Washington, D.C.

Begins: Conducted once annually in each language. Exact dates to be announced.

Estimated FY-74 Standardized Cost: (excluding international travel)
English - $1,250 per man month
Spanish - $1,450 per man month

Development Objectives:
To acquaint senior police and law enforcement officials with the techniques of police administration, operations and management; current international trends in criminal justice procedures; to enable them to discuss these methods with other police officials of the free world and to upgrade police operations and management; and to encourage increased cooperation between police organizations of the different countries.

Training Plan:
Comparative police administration; police organization, management, operation, research and development; police/community relations; communications; administration of justice; crime prevention; criminal investigation management; control of criminal violence. Leadership, command and management science are studied in the widest police context. Visits to federal, state, and municipal law enforcement agencies and other U.S. institutions are included. Students are required to prepare and submit a research paper.

Candidate Requirements:
The position occupied in the country police hierarchy, professional knowledge and proven leadership capability, rather than rank title, will govern the selection of participants to this course. These officers should command a national police force or major operational element at national, provincial, or municipal levels, or hold executive positions with responsibility for the establishment of policy or staff planning. Also eligible are chiefs of divisions and their deputies, and those in charge of major administrative functions provided they meet previously established criteria. Candidates should be at least 25 and not more than 50 years of age, have at least a high school diploma or its equivalent, and five years of experience in law enforcement. A minimum English language proficiency of 75-75 is required for the English language course.

.....

Title & Code: INTERNATIONAL POLICE ACADEMY - GENERAL COURSE - 710-2
(Offered in English, French and Spanish Languages)

Duration: 15 weeks; enrollment limited to 40 officers

Locale: International Police Academy, Washington, D.C.

Begins: Detailed announcements are distributed three months in advance of each course. (Conducted twice each year in French, and several times annually in both English and Spanish)

Estimated FY-74 Standardized Cost: (excluding international travel)
English - $1,250 per man month
Spanish and French - $1,450 per man month

Development Objectives:
To enable intermediate grade officers to study police organization, administration, operations and leadership; to improve these functions in their countries; to acquaint them with current trends and new procedures and enable them to discuss these methods with other police officials of the free world; to upgrade police operations and management and encourage increased cooperation between police organizations of the different countries.

Training Plan:
The syllabus of the course includes: Police administration, organization and operations; investigations; scientific and technical aids; border and customs control; crime prevention; public relations; internal security; control of criminal violence; defense tactics; firearms; instructor training. Visits to federal, state and municipal law enforcement agencies and other U.S. institutions are included. A research project is required.

During the last four weeks of the course, specialized training is provided for each student in one of the areas listed below. Three specializations are normally offered for each course. The class is divided into groups of from 8 to 12 for each of the specializations given. The choice of the specialization to be attended by each participant is determined by his own law enforcement organization and the Mission. Since not all of the specializations discussed below can be offered for every course, those to be offered for a particular course will be listed in the course announcement.

1. Criminal Investigation Management
A management level course designed to develop an understanding of the techniques involved in the investigation of criminal matters which include preservation and identification of evidence, crime scene searches, and laboratory aids to investigation.

2. Criminal Violence Control
Defines the nature of the criminal violence threat, its motivation, significance, objectives, achievements and potential. Delineates the forms and methodology of criminal violence with emphasis on current modes. Discussion of current control measures and identifying problem areas in criminal violence control, including airline security, bomb threats, kidnapping, extortion and assassination.

3. Defense Equipment Training - Management and Safety
Designed to qualify officers as firearms instructors in their own countries. Includes theory and practical work, instruction in reloading equipment, familiarization with police weaponry, marksmanship, instructor methods encompassing fabrication and use of training aids, and preparation of lesson outlines.

4. Immigration/Customs Control
Covers organization and functions of the immigration and naturalization service, philosophy of border control, immigration inspection, and other related activities of border and immigration control.

5. Instructor Methods
Designed to develop an understanding of the principles of learning and skill in the methods and procedures of the teaching process, including fundamental lesson planning, training aids, methods of instruction, tests and questioning techniques, development and supervision of police training programs.

6. Police Community Relations
Emphasizes the need and importance of public and community relations in modern police operations. The scope includes the study of the role of the police in democratic society, psychological and sociological aspects of police community relations, techniques for written and verbal communication, police press relations, organization and administration of an effective police/public community relations program and production and utilization of visual aids in the publications field.

7. Police Patrol Operations
A management level course designed to develop an understanding of modern patrol techniques and procedures for administration of patrol activities. Provides instruction on planning for effective patrol, distribution of the force, forms of patrol, supervision of patrol force, patrol records, and crime prevention.

8. Protection of Dignitaries
Covers the techniques, procedures, equipment and training of personnel who are responsible for the personal security of officers, visitors, and dignitaries. The scope includes general protection techniques, planning, organization, selection and training of personnel, surveillance, protective devices, emergencies, crowd control, and communications.

9. Records and Identification
A management level course designed to develop an understanding of

techniques of police records management and identification procedures. The scope includes functions of police records, organization and administration of records, types of police reports, report writing and reporting procedures, classification of incidents and other pertinent matters.

10. Traffic Management
Designed to provide some knowledge in all major aspects of a traffic management program including the broad field of traffic control, emphasizing methods and techniques of traffic control, as well as the police relations to other agencies and groups involved in traffic management. This specialization is directed towards police commanding officers who will have the responsibility for assisting in improving traffic control in their countries.

Candidate Requirements:
Officers of commissioned status with rank up to and including that of a major, or of equivalent civilian rank. (Both male and female, but any country sending female officers should send two for any one course.) They must occupy supervisory positions in the operational or administrative-support elements of a law enforcement organization, or they must have instructional responsibilities which will enable them to disseminate the knowledge acquired through United States training. Any deviation from these prerequisites must have AID/W approval. Candidates should be at least 21 and not more than 45 years of age, have at least a high school diploma or its equivalent, and three years of experience in law enforcement. Other A.I.D. participant criteria apply.

.....

Title & Code: POLICE MANAGEMENT WITH NARCOTICS ORIENTATION COURSE - 710-17
(Offered in English, Spanish and French Languages)

Duration: 10 weeks

Locale: International Police Academy, Washington, D.C.

Begins: Several times annually[1/]

Estimated FY-74 Standardized Cost: (excluding international travel)
English - $1,250 per man month
Spanish and French - $1,450 per man month

Development Objectives:
This course is specifically designed to provide a total concept study of application of the entire resources of the civil police and law enforcement institution to the narcotics and dangerous drug control and enforcement effort. The content is geared to all supervisory, mid-management, and executive management police personnel who are not full-time, direct line or operational narcotics personnel, but who are

responsible for management of law enforcement resources and/or support, integration or assistance to the law enforcement effort.

Training Plan:
Application of entire civil police resources to narcotics and dangerous drug control and enforcement effort will be discussed. Course content includes: police organization and management, personnel management, international drug treaties, nature of international drug problems, police leadership, criminal investigation management, police image and ethics, and border control and smuggling of narcotics.

Candidate Requirements:
Candidates should be at least 21 but not over 45 years of age, have at least a high school education, and three years of law enforcement experience.

1/ Not funded from the worldwide training fund, but from approved Narcotic Country Action Plan.

.....

Title & Code: PREVENTION AND INVESTIGATION OF CONTEMPORARY VIOLENCE 710-19
(Offered in English and Spanish Languages)

Duration: 8 weeks

Locale: International Police Academy, Washington, D.C.

Begins: Conducted once annually in English and Spanish on a world-wide basis.

Estimated FY-74 Standardized Cost: (excluding international travel)
English - $1,250 per man month
Spanish - $1,450 per man month

Development Objectives:
To provide technical training necessary to the investigational and preventive aspects of contemporary violence as described below.

Training Plan:
Define the nature of current extremist violence, its etiology, and its consequences.

Explore the forms and methodology of current extremist violence, including kidnapping, bomb threats, assassination, bank assaults, and airline hijacking. Develop methodology for preventing such actions and for investigating accomplished acts. To promote the concept of a total force reaction, using Records and Identification, Crime Laboratory, Investigative Division, Patrol Force, Tactical units and all other resources of the police force to combat such actions.

Candidate Requirements:
Both noncommissioned and commissioned officers may attend. All must have proper background for this training, and be currently assigned or firmly scheduled for assignment in positions or duties involving this training. In addition, all nominees should have a minimum of three years police experience with a good knowledge of criminal investigation techniques. Minimum age, 22 years; maximum, 40 years. All nominees must be in excellent physical condition.

Other Considerations:
Number of participants is limited to a maximum of 30 students per class.

All participants should be prepared to present a case study, with reference to the subject content, and should bring with them any pertinent materials for these case study presentations, such as slides, photographs, maps, charts, or other visual aids as can be adequately carried.

For the English course a minimum language proficiency of 80-80 is required.

.....

Title & Code: AUDIO VISUAL COMMUNICATIONS - 710-14

Duration: 4 months

Locale: International Police Academy, Washington, D.C.

Begins: As required by special arrangement

Estimated FY-74 Standardized Cost: (excluding international travel)
English and Spanish - $1,250 per man month

Development Objectives:
To train police communications media officers in basic and intermediate level audio-visual communications, as described below.

Training Plan:
On-the-job training in planning, selecting, using and evaluating audio-visual aids and training methods; techniques of photography and operation of a photographic laboratory to include processing black and white and color films; copying, enlarging, reducing and finishing photographic prints; training in production of slide series, film strips and material for training purposes; operation and maintenance of audio-visual equipment; familiarization with graphics, illustrations, publications, posters, design and printing; selection and utilization of motion pictures, radio and television in training programs. Visits to audio-visual production firms are also included.

Candidate Requirements:
They should have general knowledge of audio-visual communications and preferably have instructional responsibilities.

.....

Title & Code: POLICE TELECOMMUNICATIONS MANAGEMENT - 710-7

Duration: 13 weeks

Locale: International Police Academy
Washington, D.C.

Begins: Conducted once annually in English, Spanish and French languages, if sufficient demand.

Estimated FY-74 Standardized Cost: (excluding international travel)
English - $1,250 per man month
Spanish and French - $1,450 per man month

Development Objectives:
To provide training for officers with national or departmental responsibilities in police telecommunications management, to organize, manage and administer such systems in their countries.

Training Plan:
This course consists of the following curriculum:

A. Communication equipment and systems fundamentals: Classroom training in fundamental theory underlying telecommunication equipment and systems in use in city, state and national public safety organizations.

B. Executive management: Principles of management underlying planning, organizing, integrating and measuring the functions of the Public Safety Telecommunications Branch.

C. Telecommunications systems: Practical telecommunication system considerations for use in city, state and national public safety communication systems, with particular attention to the special problems with which participants are involved in their home countries.

D. Telecommunications operations: Practical operation of the communication equipment system and the telecommunications branch with the framework of the overall public safety organization.

E. Administration of Training Centers: Practical considerations in the organization, administration and operation of training centers for communication maintenance technicians and equipment operators.

F. On-the-job Observation: Practical assignments for each participant, tailored to his specific needs in appropriate police organization to study/observe communication systems in use, and the appropriate electronic equipment manufacturing plants to study/observe the latest models of communication equipment being produced.

Candidate Requirements:
Minimum language requirement of 80-80 for the English language course. Candidates must be of police commissioned officers or equivalent rank, possessing some previous knowledge and experience in or presently occupying supervisory or management position in area of police communications.

Other Considerations:
This course requires a minimum of ten participants, with maximum of 20.

.....

Title & Code: POLICE EXECUTIVE PROGRAM - 710-4

Duration: 2 to 4 weeks

Locale: Visits to selected police and law enforcement agencies.

Begins: * By arrangement

Estimated FY-74 Standardized Cost: (excluding international travel)
$1,250 per man month

Development Objectives:
This program is designed for police executives who, due to lack of time only, are unable to attend the Senior Officers Course at the International Police Academy. The program acquaints these executives with police systems and practices in the United States.

Training Plan:
It provides an opportunity to observe police operations, participate in conferences and seminars, and make comparative studies of the organization, administration and operations of selected federal, state, county and municipal law enforcement organizations. The type and number of organizations visited vary with the specific needs of each program. Participants will receive a brief orientation at the International Police Academy.

Other Considerations:
To ensure optimum results, it is essential that an Office of Public Safety Officer escort the official or group.

---

* In view of the special arrangements required in these programs, USAIDs should include several alternative starting dates. USAIDs may wish to schedule this training to include attendance at the Annual Conference of the International Association of Chiefs of Police, usually held in September or October.

Other Available Training Programs in Addition to the Courses Offered at the International Police Academy

In addition to the aforementioned courses the Office of Public Safety can arrange training programs at institutions other than the IPA. A list of the institutions and programs are as follows:

COURSE	INSTITUTION	LOCATION
FBI National Academy course	FBI National Academy	Quantico, Virginia
Traffic Police Administration	Northwestern U. Traffic Institute	Evanston, Illinois
Police Traffic Management	Traffic Management Institute, Central Mo. College	Warrensburg, Missouri
Mechanical Maintenance Officer	U.S. Army Ordnance School	Aberdeen, Maryland
Automotive Repair (Mechanic)	U.S. Army Ordnance School	Aberdeen, Maryland
Maritime Law Enforcement	USCG Training Center	Yorktown, Virginia
Firearms Identification	Criminal Investigation Lab.	Ft. Gordon, Georgia
Police Records Management	Stamford Police Department	Stamford, Connecticut
Questioned Documents Examination	Georgetown University	Washington, D.C.
Supply Management	U.S. Army School	Ft. Lee, Virginia
Air Security Course	FAA	Oklahoma City, Okla.
Civil Defense Training	Defense Civil Preparedness Agency, Staff College, La. State U.	Baton Rouge, Louisiana

COURSE	INSTITUTION	LOCATION
Criminal Justice	Northern Virginia CC	Alexandria, Virginia
Criminalistics	John Jay College of Criminal Justice	New York, N.Y.
Railway Police	Railway Police Academy	Jackson, Mississippi

.....

Police Advanced Telecommunications Technicians training will not be funded under the worldwide training project. However, OPS/W will assist in arranging self-funded training with private contractors.

It is recognized that missions may have particular Public Safety training requirements for training in the United States not listed in this guide. AID/W will continue to provide specially tailored training programs when possible, and the need and benefit to be derived are justified.

Any mission desiring such training should write the Chief, Training Division, OPS, AID/W, giving full details as to type of training, number of participants, their background, requirements and objectives of the training program. The Office of Public Safety will provide maximum flexibility to meet the needs and changing requirements of missions and overseas police forces.

Title and Code: APPLIED MANAGEMENT PROGRAM - 720-1

Duration 16 weeks

Begins: September
January

Ends: December
May

Locale: School of Government and Public Administration
American University
Washington, D. C.

PIO/P Category and cost per month: Non-academic- $1,250/ month

Development Objectives:
The Applied Management Program is designed to prepare international officials for more important managerial responsibilities. The participants not only sharpen their managerial skills; they also develop the ability to transfer these skills to others. The Program covers the broad professional areas of practical modern management and is responsive to individual participant needs.

Training Plan:
Professional managers are available to assist participants in the preparation of a management research summary dealing with a segment of economic and social development.

Management in action is observed during visits to public and private organizations.

Participants are encouraged to utilize the total resources of the College of Public Affairs which combines several related programs and schools--public administration, political science, law enforcement and judicial administration, systems management and international studies.

Participants may enroll, either for credit or audit, in courses in other departments of the University, such as Business, Education, Economics, or Mathematics.

Upon completion of the Applied Management Program, participants may enroll in a five (5) week Internship Program carrying six (6) credit hours.

The University is equipped to develop and conduct special follow-up functional programs in fields such as Health, Education, Agriculture or Transportation.

Candidate Requirements:
Since the Program is designed to develop skill in the practical adaptation of managerial standards, qualifications of participants are judged on total experience rather than solely on academic background. The Program, therefore, meets the needs of mature middle level managers, both operating and staff. It is helpful to program and project specialists working in a management environment, who are preparing for greater managerial responsibilities.

English language requirements apply.

Title & Code: DEVELOPMENT ECONOMICS AND ADMINISTRATION (Multi-Regional) - 720-2

Duration: Specific dates in each case depend on institution's calendar, pre-university preparation (if any), etc.

Locale: Specialized one-year programs in development economics and administration are available at a number of U.S. institutions such as Harvard and Williams.

General graduate programs are available at such institutions as California, Chicago, Michigan and Wisconsin.

PIO/P Category and cost per month: Academic- $800/ month

Development Objectives:
This program is designed to equip the participants to enter positions of responsibility in public economic administration, research and planning, or similar positions in development, business firms, and other private organizations prominent in the economic development of their countries. The program is formulated to provide training that is directly relevant to their future responsibilities as civil servants or business managers concerned with problems of economic development.

The course of study is based upon two convictions: First is the belief that a thorough grasp of fundamental economic principles is essential to wise decision-making in planning, financing, and administering economic development programs and projects. Second is the belief that the application of these principles can best be understood within a framework of illustrative cases drawn from the contemporary experiences of countries in the earlier stages of economic growth.

Training Plan:
Since several institutions offer training in this area, there is some variance in the curriculum, approach, selection standards, and related considerations. For example, the Harvard course is designed for individuals of senior rank; other programs prefer participants of junior to intermediate level. The programs generally use the lecture/discussion/field trip/term paper approach. Satisfactory completion of the one-year program generally leads to the Master's degree for those who otherwise qualify. Pittsburgh runs a 16-month program and has more flexibility in its starting date because of its trimester plan.

Candidate Requirements:
Candidates may be suggested by either USAID or a U S. university and must be accepted by both. Harvard and Williams Universities send interviewers to the field who coordinate their activities closely with USAID. Institutions selecting on the basis of documentation reserve the right to refuse admission to AID nominees who do not meet selection standards. Nomination Deadline: May 1. Documentation to AID/W: June 1.

Title: DYNAMIC MANAGEMENT FOR INTERNATIONAL EXECUTIVES - 720-3

Duration: 6 weeks (offered annually)
Begins: April
Ends: May

Locale: International Management
Syracuse University
Continuing Education Dept.
Syracuse, New York

PIO/P Category and cost per month: Non-academic- $1,250/ month

Development Objectives:
To train international executives in the management sciences by bringing together the resources of the community and the university in order to provide a total training experience for the participants.

Training Plan:
Academic Instruction - Program content is structured so that an international executive may attend the entire program or any one of its subunits. As indicated by the summary of the program which follows the subject matter is offered in three separate parts;

Part I - (Two Weeks) Accounting and Related Quantitative Controls and Decision-Making Tools including accounting Concepts, Principles and Conventions, Financial Planning, Quantitative Decision-Making Techniques such as the use of Statistical Data, the Tools of Operations Research, the Computer and Management Data Systems.

Part II- (Two Weeks) Operations Management including Marketing Management, Industrial Management and the Management of Personnel and Industrial Relations.

Part III- (Two Weeks) General Management and the Administrative Process including International Business, the Multinational Enterprise, the Process of Administration and Comparative Approaches to Management Theory.

Also included are seminars, participation in local and regional conferences and meetings of professional and trade associations, and visits to business establishments in Syracuse area.

Candidate Requirements:
Foreign nationals occupying middle management positions of responsibility in their respective organization.

Other Considerations:
Documentation to AID/W: 2 months prior to beginning of program.

English Language Requirements: Good command of written and spoken English

No academic transcript needed.

Enrollment limited to thirty-five participants.

.....

Title and Code: MANAGEMENT TODAY--MODERN CONCEPTS AND PRACTICE-720-4

Duration: Two weeks

Begins: Fall, Winter, Spring, Summer

Locale: General Management Training Center
U.S. Civil Service Commission
Washington, D. C.

PIO/P Category and cost per month: Non-academic- $1,250/ month

Development Objectives:
Management Today is an intensive ten day seminar for current or future managers from foreign countries. Upon request from the U.S. Agency for International Development, this seminar has been designed to assist participants in developing managerial skills and in exploring possibilities for applying new methods and techniques to management problems back home. The program offers an unusual opportunity for participants to engage, both formally and informally, in a challenging interchange of knowledge and experience both with the faculty and fellow participants.

Training Plan:
Many aspects important to successful management performance are covered in this seminar. Participants consider generally accepted concepts of administrative management for possible application in their home countries. Opportunity is afforded to look at ways to get work done while keeping the human factor in balance. Numerous management techniques are examined and practice is gained in their use through application workshops. A common thread throughout the seminar is--what has been learned that can be used? How can the information and technology be applied?

Proven management courses conducted by the General Management Training Center, Bureau of Training, are the chief resource for this program. Selected units are adapted for managers from differing cultures, and sessions are led by experienced Commission course leaders. In addition, a third of the program includes units conducted by experts outside the Commission. This part of the faculty is composed principally of professors from outstanding universities often with experience in overseas work.

Some theory and description of concepts are presented through a lecture approach. However, member participation in the learning process is stressed throughout the program. Lecture-discussion sessions are used rather than straight lectures; groups form to talk about ways of looking at questions; cases receive their share of attention; and management games encourage each participant to simulate actual management situations. Practically all concepts and ideas presented in the seminar are reinforced with articles, reprints, and other reading materials furnished participants for use during the session and for later review.

Particular attention is given to a communication system that bridges the gap between seminar activities and backhome application. Three program units are specifically designed to meet this objective. Moreover, special consultive periods are scheduled and materials are available to aid in planning for backhome application.

Participants doing special studies are welcome to use the Commission's up-to-date library. This library houses one of the most extensive collections available anywhere in the country on Personnel Administration in the Federal Service. The collection of management reference books and periodicals is extensive. Assistance is readily available from professionally trained librarians.

The Seminar is directed and coordinated by a senior staff member of the General Management Training Center. Professional staff members from this center and other centers of the Bureau of Training lead sessions and assist in the coordination. Faculty planning advisers with extensive experience in foreign operations are available on a daily basis to coach and assist participants in making backhome plans.

Candidate Requirements:
The seminar has been planned for those participants who already excercise management functions in connection with their technical duties, or are expected to assume managerial responsibilities as a result of the technical training they have received in the U.S.

English proficiency is essential.

.....

Title and Code: MAXWELL INTERNATIONAL DEVELOPMENT SERVICES FOR HOST COUNTRY NATIONAL OFFICIALS - 720-5

Duration: 4 weeks

Locale: Maxwell International Development Seminar
Syracuse University Continuing Education Center
Syracuse, New York

Begins: March
April
June

Ends: March
May
July

PIO/P Category and cost per month: Non-academic- $1,250/ month

Development Objectives:

1. Management/Administration: to develop skills in project and planning based on the sectoral analysis approach; to update officers in management skills and knowledge; to provide insight into a less directive operational style.

2. Basic Development Background: to update and broaden participants' knowledge in development economics and the interrelationships of social, economic and political sciences.

3. Intercultural/Domestic Issues: to reinforce intercultural skills; to provide participants with current knowledge, understanding and base for communicating about major domestic issues.

Training Plan:
MIDS will be conducted at the Continuing Education Center, Syracuse, New York, with the first three days spent at the Minnowbrook Conference Center, Blue Mountain Lake, New York. There will be one three day week-end during the seminar. The target ratio is: 15 direct hire employees; 6 Host Country Nationals employed by AID; and 4 Host Country Government Officials.

Host Country National Government Officials will attend the WIC orientation course the week prior to the MIDS program and the MSU Communications Seminar which will be scheduled after MIDS.

Candidate Requirements:
Host Country Government Officials should be at the same level of responsibility as direct hire participants, whose grade level is FSR 3, 4 or 5 or equivalent, and must have an English language capability in the ALIGU 70/70 range.

Other Considerations:
Slots in this program are being filled on a first come basis; therefore, nominations should be made as soon as possible.

USAIDs should advise AID/W no later than 60 days prior to the scheduled starting date. PIO/Ps, bio-data and other documentation should be forwarded to AID/W as soon as possible.

.....

Title and Code: GRADUATE PROGRAM IN TECHNOLOGY, MODERATION AND INTERNATIONAL STUDIES - 720-6

Duration: Two years

Begins: September

Ends: June

Locale: The Graduate School of International Studies and The Research Institute
University of Denver
Denver, Colorado

FIO/P Category and cost per month: Academic- $800/ month

Development Objectives:
The Graduate School of International Studies (GSIS) and the Denver Research Institute (DRI) of the University of Denver have established a multidisciplinary graduate program in Technology, Modernization and International Studies. The program is designed to provide a basic understanding of technology in an international context. It emphasizes appropriate analytical and methodological skills in the social sciences and technological processes, and is designed specifically to permit students to assess, manage, and evaluate programs with technological components in government, industry and international agencies, as well as to teach and research in this field. Opportunities for research both within GSIS and DRI are available. Projects now underway deal with the diffusion of technology, barriers to innovation, international institutional development, and technology transfer. The program is being developed with support from the U. S. Office of Education and IBM Corporation. Fellowship support is available for students with a strong background in the social sciences, the natural sciences, or engineering.

Training Plan:
The program provides for two years of course work leading to an M.A. Students may choose to go on for a Ph.D. The courses listed below form the core of the program.

Technology and Modernization (15 qr hrs). This course sequence deals with such areas as invention, innovation, diffusion, transfer, assessment and forecasting as well as the relationship between technology and economic, social, political, and cultural change within an international context. This seminar is designed to integrate the substances and methodologies of the program with case studies and student research.

Social Science Methodology (10 qr hrs). Materials, methods and techniques of research with emphasis on epistemology and the logic of inquiry as well as quantitative methodologies and appropriate computer operations.

Economic Problems of International Relations (10 qr hrs). A survey of relevant elements of Macro and Micro economic theory

supplemented by analytical foundations of development economics and their application to problems of economic policy, development planning and foreign aid and trade.

Management and Planning of Technology (5 qr hrs). Nature of technological organizations, processes of developing technological priorities and programs at the international, national and local level; R & D management concepts and techniques; scientific and technological information systems.

Analytical Methods for Technological Decision Makers (10 qr hrs). A variety of tools useful to decision makers. This course will emphasize model building in economics and other social sciences, the understanding of such techniques as linear programming, dynamic programming, and simulation, and will include an introduction to operations research and to systems analysis.

Comparative Politics or International Politics (10 qr hrs). The examination of various theoretical approaches as they relate to political analysis and their application to major political questions within the context of either international or comparative politics.

Technological Processes (10 qr hrs). The basic resources on which technology depends (raw materials, energy, engineering) will be examined from the point of view of availability, distribution, and ultimate usages. The role and level of technology in different sectors and the use and availability of technological information resources will be discussed.

During the balance of his program the student may concentrate on whatever area(s) is most relevant to his career goals, such as social change, comparative or international politics, industrial management, operations research, developmental or managerial economics, international organization, public administration, information sciences or a geographic area.

Candidate Requirements:
A thorough comprehension of English at the university level. An academic transcript of the participant is required, but inasmuch as this is a pioneering program subject to periodic assessment, the precise design of the requirements is subject to modification. Exceptions may also be made depending upon the student's experience and career goals.

Title and Code: SUMMER PROGRAM OF THE ECONOMIC INSTITUTE - 720-7

Duration: 5½ to 11½ weeks

Locale: Economic Institute
University of Colorado
Boulder, Colorado

Begins: June

Ends: August

PIO/P Category and cost per month: Non-academic- $1,250/ month

Development Objectives:
The Institute is designed for students planning to undertake graduate studies in the United States during the next academic year in economics and related fields (including agricultural economics and business). Intensive instruction, adjusted to individual student needs, is offered in each of the following core course areas: economic theory, mathematics, statistics and English.

The primary purpose is to help students review and strengthen their academic preparation and English proficiency. However, the core course curriculum is supplemented by special lectures, seminars, field trips and social and recreational activities designed to acquaint them with the United States economy, campus and community life.

Training Plan:
The Institute's summer program is comprised of a combination of three distinct but integrated sessions of intensive academic course work (25-30 hours weekly) and associated orientational activities designed to accommodate a variety of time schedules and transitional training needs. The three sessions and their respective academic programs are described in more detail below:

1. 9½ WEEK MAIN SESSION--A program scheduled from June 17 through August 21 which includes two equal terms of intensive course work in Economic Theory, English, Mathematics, and Statistics, complemented by a program of lectures and seminars on economic policies and applied fields of study (including agricultural economics and business). Individual student programs involving appropriate combinations and levels of course work are determined on the basis of a series of entrance tests and interviews. Course work in each of the core areas of instruction is offered at several different levels: ECONOMIC THEORY, both micro and macro sequences, starting at the introductory level through intermediate and beginning graduate level; MATHEMATICS, beginning with college algebra through calculus, differential equations, and linear algebra; STATISTICS, at both introductory and intermediate levels; and ENGLISH, at four levels of competency (from low intermediate to advanced) with emphasis given to aural comprehension, oral communication, and reading and writing abilities. Applicants should have a score of at least 400 on the Test of English as a Foreign Language (TOEFL) or its equivalent.

2. 11½ WEEK SESSION--A program scheduled from June 3 through August 21 which incorporates the 9½ week session and a preceding additional 2½ week term of accelerated English training. The added 2½ week term is specially designed for and limited to applicants whose present level of English proficiency is low relative to the normal minimum entrance requirements of American graduate schools (that is, those scoring in the range of 400 to 500 on the TOEFL, or its equivalent). During the initial 2½ week term, the program of instruction is devoted almost exclusively to Intensive English training (approximately 70 hours in total). Following the completion of the 2½ week term participants are incorporated into the 9½ week session as described above.

3. 5½ WEEK SESSION--A program scheduled from July 15 through August 21 encompassing the second term of the 9½ week session. It is primarily intended for students who have intermediate to advanced prior levels of preparation in all or most of the Institute's specialized areas of instruction. However, all applicants who are unable to arrive in time for the other sessions will be considered for admission to the 5½ week session during which a full complement of course work continues to be offered in all areas, including English.

ACADEMIC ADVISORY SERVICES--The Test of English as a Foreign Language (TOEFL) and the Graduate Record Examination (GRE) Advanced Test in Economics are administered near the end of the Institute's Summer Program for the benefit of participants, sponsoring agencies and admitting universities. Participants taking either or both of these tests will be provided preliminary test scores at the conclusion of the Institute.

Candidate Requirements:
All students attending the Economics Institute must provide proof of admission to an acceptable graduate school program for the following academic year.

.....

Title & Code: PUBLIC PERSONNEL ADMINISTRATION - 730-1

Duration: 17 weeks Locale: University of Connecticut

Begins: August

Ends: December

PIO/P Category and cost per month: Non-academic- $1,250/ month

Development Objectives:
To help management-level individuals responsible for the management of scarce human resources learn the techniques and processes of personnel administration, such as Organizational Behavior, Task Specialization, Staffing, Job Classification, Compensation, and Training as well as general management concepts and techniques, such as Management by Objectives and Organization Development.

Training Plan:
The curriculum includes:

Development Administration Workshop	60 hours
Organization Development and Management by Objectives Workshop	36 hours
Records Management	18 hours
Organization Problem Identification	15 hours
Workshop on Personnel Techniques	54 hours
Introduction to EDP	6 hours
Instruction Writing Techniques	9 hours
Workshop on Comparative Personnel Management Issues and Problems	42 hours
Manpower Development and Training	15 hours
Labor Relations	15 hours
Individualized Workshops	30 hours
Central Personnel Agency Functions	10 hours
Interviewing Skills	9 hours
MINIMUM TOTAL	319 hours

Options:
This program runs simultaneously with the Management Analysis and Training Administration programs and participants can take additional courses or adjust their programs to benefit from the offerings in these other programs so long as scheduling permits.

Candidate Requirements:
Participants should be in personnel administration and have English language proficiency.

.....

Title & Code: LOCAL DEVELOPMENT: AREA ADMINISTRATION AND PROJECT ANALYSIS - 740-1

Duration: 20 Weeks **Locale:** University of Connecticut

Begins: January

Ends: June

PIO/P Category and cost per month: Non-academic- $1,250/ month

Development Objectives:
To increase a participant's understanding and skills in area administration, planning and project analysis, to enable him to:

(1) Use selected tools of management science and economics to analyze alternative development projects in critical sectoral areas such as agriculture, health, education and industry.

(2) Understand management processes and use organization skills necessary for the realization of development programs at regional and local levels.

(3) Increase his capacity for assessing the impact of the political and social environment on developments in regional and local administration.

Training Plan:
This program focuses on the developmental role of planners at the provincial and district levels.

The curriculum includes:

Development Administration Workshop	60 hours
Decision-Making Concepts and Tools	20 hours
Analysis of Projects	50 hours
Project Scheduling or Preplanning	15 hours
Project Management System	15 hours
Project and Preparation Workshops	20 hours
Analysis of Market Opportunity	15 hours
Financial Techniques (Discounting)	15 hours
Budgeting Concepts	30 hours
Fundamental Accounting	15 hours
Organization Development and Management by Objectives Workshop	36 hours
Comprehensive Planning	20 hours
Management Processes and Techniques for Local/Urban Development	40 hours
Planned Change: Applied Development Sociology	30 hours
Program Application and Review	Open
MINIMUM TOTAL	366 hours

Options:
This program runs simultaneously with the Financial Management, Project Analysis and Management, and Operations Research programs and participants can take additional courses or adjust their programs to benefit from the offerings in these other programs so long as scheduling permits.

Candidate Requirements:
Participants should have a background in local government administration and English language proficiency. Academic transcripts are generally required.

.....

Title & Code: MANAGEMENT ANALYSIS (O & M) - 740-2

Duration: 17 weeks Locale: University of Connecticut

Begins: August

Ends: December

PIO/P Category and cost per month: Non-academic- $1,250/ month

Development Objectives:
To improve the participants' capabilities in Organization and Management skills and to prepare individuals to be consultants in administrative improvement efforts. This program is designed to provide a sound base for future development as management personnel.

Training Plan:
The curriculum includes:

Development Administration Workshop	60 hours
Organization Development and Management by Objectives Workshop	36 hours
Records Management	18 hours
Introduction to EDP	6 hours
Organization Problem Identification Workshop	15 hours
Instruction Writing Techniques	9 hours
Workshop on Selected Problems of Organization & Management	56 hours
Decision Making Tools for Managers	33 hours
Work Simplification	36 hours
Work Measurement Workshop	18 hours
Management Information Systems Workshop	21 hours
MINIMUM TOTAL	288 hours

Options:
This program runs simultaneously with the Personnel Administration and Training Administration programs and participants can take additional courses or adjust their programs to benefit from the offerings in these other programs so long as scheduling permits.

Candidate Requirements:
Participants should have a background in management analysis or administration and English language proficiency. Academic transcripts are generally required.

.....

Title & Code: PROJECT ANALYSIS AND MANAGEMENT - 740-3

Duration: 20 weeks

Locale: University of Connecticut

Begins: January

Ends: May

PIO/P Category and cost per month: Non-academic- $1,250/ month

Development Objectives:
The Project Analysis and Management Program is offered to provide key administrators with the knowledge and skills necessary to evaluate, plan and execute projects to promote economic and social development. It is assumed that trainees in this program are preparing or evaluating proposals which are submitted to various types of economic or political agencies for evaluation, financial support and/or execution.

Training Plan:
Emphasis is placed on developing a project that is a present development problem in the participants' organizations. Instructor/consultants assist the participant in seeking solutions and devising alternatives for the project, and a country relevant project report is a product of this program.

The curriculum includes:

Development Administration Workshop	60 hours
Project Design Strategy Workshop	15 hours
Methodology for Project Preparation	15 hours
Analysis of Projects:	
Private Points of View	15 hours
National Points of View	15 hours
Foreign Exchange and Taxation Points of View	15 hours
Fundamental Accounting	15 hours
Financial Techniques (Discounting)	15 hours
Analysis of Market Opportunity	15 hours

Organization Design and Manpower Projects	15	hours
Organization Development and Management by Objectives Workshop	36	hours
Project Management System	15	hours
Project Scheduling or Preplanning	15	hours
Technical Report writing	15	hours
Project Workshops:	30	hours
Agricultural		
Fundamental		
Social Overhead		
Individual Project	30	hours
Open-ended Workshop	15	hours
MINIMUM TOTAL	351	hours

The individual or group workshops in this program are concerned with actual projects with which participants are currently engaged in their home organization. It is critical that materials pertaining to the specific projects be brought with the students so that instructor/consultants can assist the participants with their projects.

Project Analysis and Management in Agriculture

This program follows the general outline of the project analysis course described above with the exception that 60 hours are devoted to the development and management of agricultural projects. This specialized module can be in lieu of the individual or team project revenue and non-revenue workshops, or it may be in addition to them.

The consultants available to the participants are experienced in the design and management of agricultural projects.

On-the-job experience will be with a specialized agricultural organization. See - above for a description of On-the-Job Training unit.

Options:

These programs run simultaneously with the Financial Management and Local Development programs, and participants can take additional courses or adjust their programs to benefit from the offerings in these other programs so long as scheduling permits.

Candidate Requirements:

Participants should be in positions involving evaluation, planning and execution of projects promoting economic development.

.....

Title & Code: SEMINAR ON LEADERSHIP AND ORGANIZATIONAL INNOVATION - 740-4

Duration: 3 weeks

Locale: University of Pittsburgh

Begins: February

Ends: March

PIO/P Category and cost per month: Non-academic- $1,250/ month

Development Objectives:
The purpose of the Seminar is to increase executive capabilities for stimulating achievement and innovation within organizations.

Training Plan:
The program involves experience-based learning in small groups, behavioral experiments and problem-solving exercises, role-playing and simulation of organizational change, audio-visual techniques, lectures and discussions in the following subject areas:

Exploration of Individual and Small Group Behavior through:
- Identifying the values and attitudes stimulating innovative behavior
- Developing incentives for goal achievement
- Discovering and practicing new behavior patterns

Studying the Influence of Individual and Organizational Behavior on Problems of Development through:
- Simulations of problem-solving situations in administrative organizations
- Exercises for more effective decision-making
- Analysis of the strategies of change
- Application of leadership skills to stimulate organizational innovation

Candidate Requirements:
The program is designed for senior personnel concerned with program planning, management and operations in: governments and agencies; public and private corporate organizations; universities, foundations, and research and development centers. Participants should have English language proficiency.

.....

Title & Code: MANAGEMENT OF DEVELOPMENT PROJECTS - 740-5

Duration: 12 weeks

Locale: University of Pittsburgh

Begins: October
Ends: December

PIO/P Category and cost per month: Non-academic- $1,250/ month

Development Objectives:
The program is designed to help remedy a world-wide obstacle to development: the shortage of persons capable of effective planning, designing, evaluating, selecting and implementing development projects. It emphasizes the practical steps of project conception and formulation, design and scheduling, feasibility testing, and implementation within the constraints of a particular environment. The relationship of individual projects to sector, regional and national programs and techniques for the presentation of proposals to external financing agencies are included.

Training Plan:
The Institute is conducted on a "seminar-workshop" basis. Extensive use is made of actual program and project materials, case problems and simulated situations, together with field studies involving the analysis of projects and methods of management control.

The curriculum includes:

The National Development Process: Needs, Goals, Implications, Methods, and Problems
Methods in Formulating an Optimal Investment Program
Project Selection, Analysis, and Decision
Project Implementation Techniques
Project Administration: Strengthening Capability through Adequate Authority, Organization, Financing, and Staffing
Project Formulation: Agriculture, Public Works, and Industry Sectoral Workshops
Field Trip to Observe Project Development and Operations
Project Formulation: Evaluation Criteria and Authorization Procedures by Financing Agencies

Adapting and Transferring Project Development and Management Concepts and Techniques to Various Nations

Candidate Requirements:
Participants for this program should be: 1) Departmental or managerial personnel who formulate and manage programs and projects; 2) Regional and local government officials who execute programs and projects; 3) Personnel of central agencies who plan, supervise and evaluate programs and projects. Participants should have English language proficiency.

.....

Title & Code: ADMINISTRATIVE MANAGEMENT - 740-6

Duration: 12 weeks

Locale: University of Pittsburgh

Begins: March
Ends: June

PIO/P Category and cost per month: Non-academic- $1,250/ month

Development Objectives:
The program is designed to help countries raise the level of understanding and competence essential to effective governmental administrative management and to the solving of organizational, managerial and procedural problems which impede development.

Training Plan:
The Institute is conducted principally on a lecture-discussion and a seminar-workshop basis. Extensive use is made of actual administrative problems, case studies and work projects. The emphasis throughout the Institute is on the practical applications of managerial concepts and skills. Internships in governmental agencies provide opportunities for supervised experience.

The curriculum includes:

Major Administrative Problems of Developing Nations
The Manager and the Developmental Process
Organizational Dynamics and Change
Program Development, Control, and Evaluation
Tools and Techniques of the Manager
Fact-Finding and Problem-Solving Techniques
Management Analysis
Managerial Communications, Delegation and Decision-Making
Manpower Planning, Utilization, and Control
Human Relations and Personnel Management
Budget and Accounting
One week field trip to major public organizations, such as World Bank, IMF, UN, etc.

Candidate Requirements:
Participants should be officials of national, regional and municipal levels of government concerned with improving organization, management and procedures in development efforts, and should have English language proficiency.

.....

Title & Code: DEVELOPMENT ADMINISTRATION - 740-7

Duration: 9 weeks Locale: University of Pittsburgh

Begins: October
Ends: December

PIO/P Category and cost per month: Non-academic- $1,250/ month

Development Objectives and Training Plan:
The program involves lecture-discussions, seminar-workshops, case studies, simulations and field observation in the following subject areas:

Forms on Management of External Economic Relations
The Development Administrator under Pressure for Social Change
Motivation and Leadership for Organizational Effectiveness and Growth
Co-aligning Organizational Structures, Technologies, and Clientele Needs
System Models and Techniques: Planning--Programming--Budgeting (PPB) and Program Evaluation Review Techniques (PERT)
Administrative Delivery Systems under Stress: Bridging the Gap between Administrators and Administered
Building Institutions and Spreading Norms: Administrative Strategies for Gaining Support and Overcoming Resistance
Also: One week field trip to major public organizations

Candidate Requirements:
The program is designed for officials responsible for decision making, planning and implementation of development activities at all levels of government, financial and technical organizations, and private corporations. Participants should have English language proficiency.

.....

Title & Code: TRAINING ADMINISTRATION - 740-8

Duration: 17 weeks **Locale:** University of Connecticut

Begins: August

Ends: December

PIO/P Category and cost per month: Non-academic- $1,250/ month

Development Objectives:
The objective of the Training Administration program is to enable personnel who are responsible for the overall training administration--manpower development function within an organization: to maximize their experiences, to develop a train the trainer capability and to maximize expertise in individual and organization development strategies.

Training Plan:
The curriculum includes:

Development Administration	60 hours
Training Administration Techniques & Workshops	70 hours
Field Visits	20 hours
Organization Development and Management by Objectives Workshop	36 hours
Work Simplification	27 hours
Visual Materials & Graphic Aids	20 hours
Personnel Management Seminar	15 hours
Organization Problem Identification	15 hours
Speech Methods	12 hours
Programmed Instruction	10 hours
Instruction Writing Techniques	9 hours
Audio-Visual Workshop	9 hours
Newsletter Techniques	6 hours
MINIMUM TOTAL	306 hours

Options:
This program runs simultaneously with the Management Analysis and Personnel Administration programs and participants can take additional courses or adjust their programs to benefit from the offerings in these other programs so long as scheduling permits.

Candidate Requirements:
This program is offered for personnel who are responsible for the overall training administration-manpower development function within an organization, and/or a specific training area in a decentralized program. Participants should have English language proficiency.

.....

Title & Code: OPERATIONS RESEARCH AND POLICY ANALYSIS - 740-9

Duration: 20 weeks

Begins: January

Ends: May

PIO/P Category and cost per month: Non-academic- $1,250/ month

Development Objectives:
To enable the participant to understand and to use selected applications of management and behavioral science for more effective decision making under conditions of uncertainty. After completing this program the participant should be capable of analyzing policy and administrative issues and making substantive recommendations.

Training Plan:
The program includes consideration of societal, technological, organizational, and individual elements as well as quantitative decision-making techniques.

The curriculum includes:

Development Administration Workshop	60 hours
Organizational Skills Workshop	20 hours
Selected Management Science Topics:	120 hours
The Design and Analysis of Surveys Using Advanced Statistical Techniques	
Linear Programming for Optimum Allocation of Resources	
Queuing Theory and its Application to Governmental Servicing Operations	
Multiple Regression and Other Forecasting Techniques	
Probability Applications for Improved Decision-Making	
The Use of Cost-Benefit Analysis Methods as an Aid to Policy Formulation	
Simulation Modeling and Policy Planning	
The Analysis of Social Indicators	
Organizational Survey Techniques	15 hours
Organization Development and Management by Objectives Workshop	36 hours
Introduction to Computer Systems: Hardware and Software (Includes Computer Language Appropriate to Home Organization, Equipment and Application)	30 hours
Development Finance and Budget Concepts	20 hours
Management Sciences Workshop: Policy Analysis Case Studies	30 hours
MINIMUM TOTAL	331 hours

Options:
This program runs simultaneously with the Financial Management, Project Analysis and Management, and Local Development programs and participants can take additional courses or adjust their programs to benefit from the offerings in these other programs so long as scheduling permits.

Candidate Requirements:
Completion of management training which included a quantitative or systems analysis course beyond the Bachelor's Degree level; or graduation from a degree or non-degree program, such as IPS/DATP's Management Analysis program, with a record that indicates sufficient knowledge of quantitative techniques; or work experience that utilized quantitative analysis.

.....

Title & Code: DYNAMIC MANAGEMENT FOR INTERNATIONAL EXECUTIVES - 740-10

Duration: 6 weeks

Locale: Syracuse University

Begins: April

Ends: May

PIO/P Category and cost per month: Non-academic- $1,250/ month

Development Objectives:
Planned and organized to meet the needs of the individual participants, the program embodies the group participant concept and combines the values of field observation with those of classroom study and observation. The end objectives of this training is to equip the participant with that knowledge of management techniques that will enable him to foster improved methods as a business executive in his country by adapting-not adopting-management practices he observes in the United States.

Training Plan:
Part I Accounting and Related Quantative Controls and Decision-Making Tools--Two Weeks.

Part II Operations Management--Two Weeks

Part III International Business and the Management Process in International Perspective--Two Weeks

A series of evening seminars with leading executives from both the private and public sectors is held. Shortly after their arrival in Syracuse participants meet with the program director to identify topics in which they have the greatest interest.

Candidate Requirements:
A candidate should have several years experience in business. Candidates must have a good command of written and spoken English.

....

Title and Code: ADMINISTRATIVE INTERN PROGRAM - 740-11
American Association of Colleges for Teacher Education

Duration: 3-6 months

Begins: September January

Locale: AACTE Headquarters in Washington, D.C. and Various Universities and Colleges

PIO/P Category and cost per month: Non-academic- $1,250/ month

Development Objectives:
The purpose of this program is to provide college administrators from developing countries with an opportunity to observe at close range the processes involved in running an American institution of higher education.

Training Plan:
The AACTE program is divided into three activities:

A. Higher Education Management, Finance and Organization Workshop: This workshop will be conducted in the National Center for Higher Education (AACTE Headquarters) and will draw on the instructional expertise located in the Center, at IERD/IDA, and other donor agencies in nearby universities. One of the key approaches to be developed in the workshop will be that of sectoral analysis.

B. Seminar on Non-formal Education. This seminar will be open to all AID participants and will be offered twice yearly. The Autumn seminar will be conducted in cooperation with a rural based university or college and will focus on non-formal education in rural areas. The Spring Seminar will focus on non-formal education in urban areas. The purposes of the seminar will be to establish the concept of non-formal education as a type of education that is distinct from formal systems of education, to demonstrate the uses of non-formal education, and to study various examples of this type of education.

C. Administrative Internship Program. This program has operated continuously since 1964. It is basically a 3 to 9 month on-the-job training experience in which a participant is assigned to work along with his US counterpart in an American University administration. This experience is preceded by an orientation period at AACTE Headquarters in Washington in which the participant is encouraged to specify and rank a series of problematic experiences he wishes to study during his visit here.

Candidate Requirements:
Among the participants in the program have been registrars; bursars or financial officers; student personnel directors; principals of

teacher colleges, deans of universities, public health engineering, medical and educational faculties and university rectors, vice rectors and general secretaries. There have also been personnel from ministries of education and planning.

Other Considerations:
Slots for this program are limited to a total of 30 participants. Nominations should be forwarded to AID/Washington as soon as possible.

A representative of AACTE sponsored by AID/Washington will visit countries submitting nominations. This representative will discuss with the candidates selected the nature of the Internship program and the candidates specific educational needs in relation to the educational development goals of the host country. Additionally, he will discuss with appropriate USAID and host country officials during this 4 to 7 day visit the scheduling and logistics related to the Intern's program.

.....

Title and Code: MASTERS PROGRAMS FOR TRAINING NON-FORMAL EDUCATION SPECIALISTS - 740-12

Duration: 21 months

Begins: September

Ends: June of following year

Locale: Institute for International Studies
College of Education
Michigan State University
East Lansing, Michigan

PIO/P Category and cost per month: Academic- $800/ month

Development Objectives:
These programs are for training planners, evaluators, designers, managers and operators of non-formal education programs. Successful students in the Basic Area Specialist Experience program (BASE) should attain sufficient mastery of the concepts and techniques associated with one type of non-formal education delivery system to enable them to perform successfully in designer, managerial or operator roles in the application of that delivery system to training problems in a variety of development areas. The Planning, Leadership, and Assessment of Non-formal Systems (PLANS) programs graduates should be able to play major rolls in planning and/or evaluation activities dealing with education beyond the world of schooling.

Training Plan:
The two Masters programs for specialist training in non-formal education are offered as Comparative and International Education areas of concentration: BASE and PLAN.

Students enrolled in both BASE and PLAN will share a common core area dealing with the following major topics:

1. Non-Formal Educational Strategies for Development
2. Identification of Training needs
3. Instructional Strategies--Relating Training Needs to Instructional Alternatives
4. In School vs Out of School Learning
5. Project design
6. Evaluation Techniques

Students enrolled in the BASE program will have a choice of four specialized areas:

1. Self Instruction Delivery Systems
2. Extension, Social Intervention and Community Development
3. Mass Media Delivery Systems
4. On-the-Job and In-Service Systems

Within each of the above specializations, students electing that specialty will study the following areas as they relate to that delivery system:

1. Learning Theory
2. The Learning Environment
3. Teaching/Learning Module Design
4. Media and Materials
5. Budget and Finance
6. Project Administration
7. Training Support Needs Assessment

In addition to the core program, students enrolled in the PLANS program will study the following:

1. Educational Planning
2. Economics of Education
3. Statistical Methods
4. Administrative Problem areas
5. The Financing of Non-Formal Education Programs
6. Programming Techniques--Transforming Policies into Operational Programs

In addition to seminars, lectures, workshops, conferences and field trips, every effort will be made to ensure that the students in the program actually "experience" non-formal learning rather than just learning about it. In support of these programs are the considerable multidisciplinary campus resources which have been developed in the process of executing a three year contract with AID for generating a systematic base of knowledge on non-formal education. In addition MSU operational experience in providing AID funded field support for nations mounting non-formal education is a constantly developing resource.

Candidate Requirements:
It is hoped that applications to these programs will have resulted from a systematic assessment of trained manpower needs completed by the host nation, and that the applicants themselves will have a reasonably clear picture in mind of the careers and job roles for which they are prepared. Applicants may be either private or government employees with training and/or experience in education and/or other fields, but all should have completed their undergraduate studies and have earned a Bachelor's degree or its equivalent. English language proficiency is required.

.....

Title and Code: WORKSHOP ON POLICY FOR PUBLIC ENTERPRISE IN DEVELOPING COUNTRIES - 740-13

Duration: 8 weeks

Begins: July

Ends: August

Locale: Harvard Institute of International Development/Harvard Summer School
Harvard University
Cambridge, Massachusetts

PIO/P Category and cost per month: Non-academic- $1,250/ month

Development Objectives:
The eight week workshop will examine policy issues associated with public enterprises in developing countries, and will consider how analytical techniques from economics, management science, public administration, accounting and related disciplines, can be applied to public enterprise operation and policy making. Comparison of the experiences of the public enterprise sectors of various countries will be an important part of the program.

The workshop will explore the following topics in depth:

1. Analytical comparison of alternative public enterprise systems
2. Organizational structure, decision-making and incentives
3. Performance appraisal and control
4. Pricing policies
5. Management information systems
6. Social cost-benefit analysis
7. Financing (domestic and foreign)
8. Harmonization of public and commercial objectives

Training Plan:
The workshop will be conducted through intensive seminars combining group discussions, lectures by university staff and visiting speakers, and occasional field trips to local public and private enterprises. Participants will be expected to take an active role in discussions and solution of specific cases dealing with public enterprise problems, as well as being responsible for an extensive list of readings.

The workshop staff will be drawn from the Harvard community, international agencies and other organizations in the United States and abroad. The staff includes individuals with extensive experience in Asia, Africa, Latin America, and Eastern and Western Europe. Individual staff members have worked with both public enterprises and done research on the special administrative, legal, political, economic and management problems faced by these firms.

Candidate Requirements:
Participants will be chosen from those who are employed by public enterprises or who work with agencies which deal at the policy level with such enterprises. Those applying should be interested in the fundamental policy questions facing public enterprise, not only day to day management problems. Applicants should be able to participate easily in English language discussions and should have some knowledge of basic economics and accounting.

Other Considerations:
Slots in this program will be filled on a first come basis; therefore, nominations should be made as soon as possible. USAIDs should advise AID/W no later than April 15 if they plan to nominate participants. PIO/Ps, bio-data and other documentation should reach AID/W no later than the last week in May.

Attendance at a MSU Communications Seminar will be scheduled immediately after the completion of the program.

Participant will live on campus where meals will be provided (as part of the program) Monday through Friday.

.....

Title & Code: MANAGEMENT DEVELOPMENT PROGRAM IN FINANCE AND COMPTROLLERSHIP FOR INTERNATIONAL EXECUTIVES - 750-2

Duration: 13 weeks

Locale: Syracuse University

Begins: September

Ends: December

PIO/P Category and cost per month: Non-academic- $1,250/ month

Development Objectives:
To equip the participant with an understanding of the latest comptrollership practices relating primarily to governmental activities and to enable him to foster improved methods and techniques in his own country.

Training Plan:
The 13-week technical course includes:

a) Course work in:

Financing Economic Development
Governmental Accounting
Accounting for Specialized Entities
Integrated Programing and Budgeting
Feasibility Studies and Profit Planning
Managerial Uses of Financial Data
Monetary, Banking and Fiscal Policy
Financial Management
Operations Research, Management Information Systems and Analytical Tools
Use of Computers in Controllership Functions

b) Weekly seminars with financial and accounting executives in which participants are able to discuss topics of importance in their countries.

c) Weekly visits to comptrollership departments of governmental and business establishments to observe the adaptation of general comptrollership practices to particular situations.

Candidate Requirements:
Enrollment is limited to foreign nationals who occupy positions of governmental and other responsibility in organization and management, accounting, banking, finance, auditing, budgeting and other activities related to comptrollership. English language proficiency is required. Although there are no educational requirements, most participants possess a college degree or equivalent.

.....

Title & Code: FINANCIAL MANAGEMENT - 750-3

Duration: 20 weeks **Locale:** University of Connecticut

Begins: January

Ends: June

PIO/P Category and cost per month: Non-academic- $1,250/ month

Development Objectives:
This course is designed for budget analysts, auditors, accountants and financial administrators who are responsible for managing the financial sub-system of their organization. The program moves the participants from general development economic concepts to the level where they can use the appropriate managerial and financial tools in the solution of problems in their own setting.

Training Plan:
The curriculum includes:

Development Administration Workshop	60 hours
Decision Making Tools	27 hours
Development Economics: A Project Emphasis	
Foreign Exchange and Taxation	15 hours
National Points of View	15 hours
Fundamental Accounting	15 hours
Project Accounting	15 hours
Cost Accounting	15 hours
Government Accounting	20 hours
Auditing	24 hours
Budgeting Concepts	30 hours
Finance Administration	20 hours
Budgeting and Accounting Systems	20 hours
Organization Development and Management by Objectives Workshop	36 hours
Financial Techniques (Discounting)	15 hours
MINIMUM TOTAL	327 hours

Options:
This program runs simultaneously with the Project Analysis and Management, Operations Research, and Local Development programs and participants can take additional courses or adjust their programs to benefit from the offerings in these other programs so long as scheduling permits.

Candidate Requirements:
Participants should be accountants or budget analysts and have English language proficiency.

.....

BUREAU OF ECONOMIC ANALYSIS

U.S. DEPARTMENT OF COMMERCE

The Bureau of Economic Analysis, (formerly the Office of Business Economics,) U.S. Department of Commerce, as part of its continuing program of international technical cooperation provides training in the field of national economic accounting for foreign technicians. The Bureau has pioneered in the development of techniques for estimating national income and product, for determining a nation's balance of international payments and more recently for preparing input-output tables and measures of regional income. Sharing the results of its experience, the Bureau has, in cooperation with the Agency for International Development and its predecessor agencies, conducted courses of study for foreign technicians in these fields since 1947.

The training programs offered currently provide basic training, as well as opportunities for advanced study, for selected technicians, in national income and product, input-output, and regional accounting, and in accounts dealing with financial flows. Each of these forms of national economic accounting has come to be recognized as an essential factual tool for macro-economic analysis and development planning.

To date, more than 300 technicians have received a substantial amount of training in these areas under the direction of the Bureau of Economic Analysis. A number of these technicians have remained active in the work of preparing national income and related estimates, while others have gone on to positions in planning offices as advisers to policy-making officials in their governments, tax office, etc., where their skills and knowledge are used in different capacities.

Title & Code: NATIONAL ECONOMIC ACCOUNTING - 750-4
Short-Term Programs in National
Income and Product Accounting

Duration: Three months (maximum)

Begins: Starting dates must be determined individually for each program. As a general rule programs may be started September through January.

PIO/P Category and cost per month: Non-academic- $1,250/ month

Development Objectives:
Short-term programs can be arranged to meet the needs of individual experienced technicians, for advanced study in one or more areas of national income and product accounting. Examples of areas of interest for which specialized programs may be developed are:

1. Improvement of benchmark or baseyear estimates for income and product series.

2. Sources and methods for estimating current annual and/or quarterly series.

3. Real product measures.

These short-term programs are suitable for advanced practitioners capable of independent research.

Training Plan:
Specific training plans must be formalized on the basis of PIO/P recommendations and discussions with participants upon arrival. A general outline for the program is as follows:

1. Orientation to the organization and functions of the Bureau of Economic Analysis, emphasizing its preparation, development and interpretation of the national economic accounts.

2. General review of the U.S. national income and product work.

3. Prescribed readings: descriptions of U.S. sources and methods in area of study.

4. Discussions with staff specialists in their particular area of work.

5. Examination of worksheets, study of sources and methods and techniques of estimation.

6. Visits to Federal agencies supplying data used in U.S. estimates.

7. Summary review and drafting of written conclusions.

For the most fruitful results, a participant must be thoroughly familiar with present development of national income and product work in his country and acquainted with the sources of data available. In certain instances it may be possible to develop, using own country materials, a pilot study for further implementation on return to his home country.

Candidate Requirements:
Adequate experience in preparing national income and product estimates.

Other Considerations:
This program is conducted at:
The Bureau of Economic Analysis
U.S. Department of Commerce
Washington, D.C. 20230

Nomination Deadline: 120 days prior to start of program

Documentation to AID/W: 120 days prior to start of program

English Language Requirements: Ability to use and understand spoken and written English.

No academic transcript is needed.

.....

Title & Code: NATIONAL ECONOMIC ACCOUNTING - 750-5
National Income and Product and Related Systems of Economic Accounting (Basic Course)

Duration: Eleven months

Begins: January

Ends: December

PIO/P Category and cost per month: Academic- $800/ month

Development Objectives:
The Bureau of Economic Analysis of the U.S. Department of Commerce has developed a training program to provide basic training for selected foreign nationals, in NATIONAL ECONOMIC ACCOUNTING. This program is designed to meet the particularly great need of developing countries for specialists in national economic accounting; for the skilled technicians capable of adapting and organizing the factual materials at hand--e.g., censuses, surveys, and administrative statistics--into a comprehensive set of accounts for the nation's economy.

The basic course is set up to supply the participating economists and statisticians with the necessary technical knowledge for initiating a system of national income and product accounts, or for contributing effectively to the expansion of their countries' on-going programs. The emphasis is on the conceptual framework and methodology of NATIONAL INCOME AND PRODUCT accounting with attention to REAL PRODUCT, INPUT-OUTPUT (INTERINDUSTRY), and FINANCIAL FLOWS accounting.

The presentation of the subject matter is oriented to demonstrate how these various forms of accounts, each in itself an essential tool for macro-economic analysis and development planning, can best be prepared and presented within an integrated framework of national accounts.

Training Plan:
The outline of the basic course of study for this program is given below. This outline is intended to form the core for the development of an individual program for each participant that will render the greatest value to him and his government. Instruction is arranged as necessary in basic and supplemental techniques of statistics and research organization.

Procedures followed include: seminar discussions and classroom presentations, regular group conferences with United States specialists, demonstrations of technical methods, laboratory work and observations, all within the Bureau of Economic Analysis; visits to research and other agencies located in the U.S.; specialized courses at universities, designated by the Bureau, to supplement topics covered in the conferences and seminars.

When available and appropriate, reading materials written in the participants' own languages are given special attention, and seminar discussions and reading assignments stress principles and methods found useful in countries similar to those from which the members of the group come.

A special new feature of the course is a detailed examination of the System of National Accounts which the fifteenth session of the United Nations Statistical Commission adopted for the use of the national statistical authorities and in the reporting of comparable national accounting data.

PROGRAM OUTLINE

ARRIVAL AND ORIENTATION: Arrival in Washington, D. C. in mid-January; orientation at the Washington International Center; formalizing of individual programs; etc.

UNIT I: NATIONAL ECONOMIC ACCOUNTING: An introduction.

UNIT II: NATIONAL INCOME AND PRODUCT ACCOUNTING: An intensive study of the conceptual framework of these accounts.

UNIT III: NATIONAL INCOME AND PRODUCT ACCOUNTING: An intensive study of the sources and methods of estimating national income and product, including a review of U.S. procedures, special problems of measurement in nonindustrial and developing economies.

UNIT IV: REAL PRODUCT ACCOUNTING: A study of the various approaches to the measurement of product in real terms, emphasizing the problems encountered in such measurements.

UNIT V: BALANCE OF PAYMENTS: A short survey of the basic principles of balance of payments and its relation to the other forms of economic accounting.

UNIT VI: INTERINDUSTRY ACCOUNTING: A study of the interindustry accounting system; the fundamental idea of input-output tables; their form and the conceptual framework and definitions underlying their development. Review of U.S. procedures.

UNIT VII: FINANCIAL FLOWS ACCOUNTING: Consideration of the development of financial flows accounting from the deconsolidation of the gross saving and investment account of the national income system; sectors identified; flows recorded; general consideration of sources and methods.

UNIT VIII: REGIONAL ACCOUNTING: Origin and development of regional economic accounting; accounts for geographic regions, conceptual notions and problems; sources and methods of estimation; regional analysis and projections.

UNIT IX: IMPLEMENTATION OF AN INTEGRATED SYSTEM OF NATIONAL ECONOMIC ACCOUNTS: Examination of the UN Systems of National Accounts.

UNIT X: AUTOMATIC DATA PROCESSING AND NATIONAL ECONOMIC ACCOUNTS: Introduction to the use of automatic data processing in the compilation of national economic accounts.

UNIT XI: NATIONAL ECONOMIC ACCOUNTS AND ECONOMIC DEVELOPMENT: Discussion of selected applications of an integrated system of national economic accounts to programs of economic development.

UNIT XII: SPECIAL PROJECTS: Individual programs developed for participants to complete their period of study.

A limited number of field trips outside of Washington, D.C. will be arranged to supplement basic training program.

Candidate Requirements:

1. Adequate educational background i.e., the equivalent of a B.A. degree in economics or statistics. In certain instances appropriate employment experience may be substituted for some education requirements.

2. Employment or prospective employment in a position in which knowledge of the subject studied is essential or of very great benefit.

Other Considerations:
This program is conducted at:
The Bureau of Economic Analysis
U.S. Department of Commerce
Washington, D.C. 20230

Nomination Deadline: November 1

Documentation to AID/W: November 15

English Language Requirements: Ability to use and understand spoken and written English.

No academic transcript is needed.

.....

INTERNAL REVENUE SERVICE

DEPARTMENT OF THE TREASURY

The Foreign Tax Assistance Staff (FTAS) of the Internal Revenue Service, under an interagency agreement between the Treasury Department and the Agency for International Development, dated February 14, 1965, provides tax advisory services and training in selected areas of tax administration to those foreign governments which request this service. FTAS tax advisory teams serve with U.S. Aid Missions throughout the world. The training programs are provided each year under the International Tax Administration Training Series (INTAX) by means of scheduled courses and seminars. In addition, other participants are received for special programs tailored to specific needs.

FTAS annually programs for 300 to 500 visiting tax officials from other countries. In the last ten years there have been over 100 countries represented and nearly 3,000 visitors. About half of these have come for enrollment in the INTAX seminars. The remainder were scheduled for individual and small group programs. Not all have been sponsored by AID.

The IRS/FTAS can sponsor a seminar when it has ten or more guaranteed participants who speak the same language. A knowledge of English is not necessary under these circumstances, as arrangements can be made for instruction by means of simultaneous interpretation into the language of the group. This can be arranged for a single country or for multi-country groups.

In addition to those seminars mentioned above, other modes of tax administration training are available. These are: (1) Individual IRS/FTAS technicians can at times be sent to a specific country as advisors on a short term basis under AID auspices, host country funding, or through arrangements with international organizations; (2) Mobile Instructor Teams have been sent to a number of countries by IRS/FTAS to conduct courses in technical training; (This arrangement includes the development and use of three to five local officials as apprentice instructors who will acquire experience and skills to repeat the course for their countrymen). Typical courses of this type include (a) Audit Techniques, (b) Investigative Techniques, (c) Collection Procedures and Techniques, and (d) Organization and Methods in Tax Administration.

Arrangements for participants' programs are made normally through the Office of International Training of AID. They can also be made through the offices of the United States Embassies in countries where there are no AID Missions.

Title & Code: SUPERVISORY DEVELOPMENT - 750-10

Internal Revenue Service

Duration: 7 weeks

Locale: Washington, D.C. and field offices.

Begins: February (

(Spanish and English)

Ends: March (

PIO/P Category and cost per month: Non-academic- $1,250/ month

Development Objectives:
To expose participants to supervisory principles, problems, practices, and solutions involved in effective tax administration.

Training Plan:
The seminar will provide for active participation and discussion in an environment conducive of active interchange of ideas between participants and selected IRS instructors and supervisors. It will include some tax techniques and actual on-site observation of supervisory practices as carried out by IRS supervisors.

Candidate Requirements:
Participants should be first-level supervisors or technicians with high supervisory potential.

Other Considerations:
No academic transcript needed.

Nomination due 3 months prior to starting date.

.....

Title & Code: MIDDLE MANAGEMENT - 750-11

Internal Revenue Service

Duration: 7 weeks

Locale: Washington, D.C. and in other IRS offices to be determined.

Begins: January ((English) October ((Spanish) July ((Vietnamese)

Ends: February(December(September(

PIO/P Category and cost per month: Non-academic- $1,250/ month

Development Objectives:
To help participants identify and understand fundamental principles of management so that their application or lack of application can be recognized in their own organization; and to sharpen and strengthen participants' communication skills so that they can effectively teach these management principles to others.

Training Plan:
The training plan consists of (1) cultural adaptation and orientation to the U.S.A.; (2) preparation for learning, group processes, human relations and rationalization of objectives; (3) discussions of various managerial philosophies and concepts prevalent in the IRS; (4) observation of how managerial principles previously identified are applied in practice to the operations of a District Office; (5) practical on-site observation of and participation in the application of managerial techniques in small IRS offices; (6) discussions on developing skills necessary to effect desirable changes in participants' own tax organization upon returning home; and (7) participants' presentation of some of the managerial problems faced at home and proposed solutions based on what has been learned here.

Candidate Requirements:
Offered for occupants of middle management (supervisors) or higher positions in tax administration, preferably as chiefs of audit, collection, or other major functions; have the capacity for communicating ideas to others and the motivation to improve the status quo; the expectation of remaining with the host government in a position of responsibility for a period of at least two years after the completion of the training; and be willing to teach so that others can further benefit from their experience.

Other Considerations:
No academic transcript needed.

Nominations due 3 months prior to starting date.

Title & Code: COMPREHENSIVE COURSE FOR THE DEVELOPMENT OF TAX ADMINISTRATION - 750-12

Duration: 22 weeks

Locale: University of Southern California, Los Angeles, California

Begins: July (1st Program)
January (2nd Program)

Ends: December (1st Program)
June (2nd Program)

PIO/P Category and cost per month: Non-academic- $1,250/ month

Development Objectives:
The program is designed to develop the skills of managers and executives to administer all or any part of a tax structure. It equips them with current knowledge and techniques in the various areas and functions of taxation, including related subjects such as management and statistical analysis.

Training Plan:
The course consists of seminars conducted by outstanding individuals in the fields of economics, law and business administration, and from among State and Federal tax administrators who are experts in the subject or function on which they will instruct. The exchange of ideas and experiences among participants is stressed. Among the topics covered in these seminars are:

History and Ojbectives of Tax Administration
Uses of Taxation as an Economic Tool
Organizing a Tax Structure
Planning and Control of Work and Staff
Data Processing
Sales and Excise Taxes - Organization; Enforcement
Income and Related Taxes
Auditing Principles and Techniques
Systems of Appeal
Tax Fraud
Real Property Tax - Assessment and Administration
Collection Function- Delinquent Accounts
Personnel Administration and Training
Bribery and Collusion
Public Information

Candidate Requirements:
Participants should be engaged in some phase of tax administration, particularly at the management level. Simultaneous translation equipment is available for foreign students, if required.

Title & Code: REAL PROPERTY TAX ADMINISTRATION - 750-13
(Real and Urban)

Duration: 6 weeks

Locale: University of Southern California
Los Angeles, California

Begins: November (1st Program)
June (2nd Program)

Ends: December (1st Program)
July (2nd Program)

PIO/P Category and cost per month: Non-academic- $1,250/ month

Development Objectives:
The program is designed to develop professional skills; and to provide the knowledge needed to design and administer a broad tax program.

Training Plan:
The course consists of seminars conducted by outstanding individuals in the fields of economics, law, and taxation, and from among State and County tax administrators who are experts in the subject on which they will instruct. The exchange of ideas and experiences among participants is stressed. Among the topics covered in these seminars are:

Property Tax - Source and Variations
Development of Property Tax; Tax Base; Equalization
Organization and Management
Valuation - Methods and Procedures
Property Tax and the Computers
Appraisals; Survey; Mapping

Candidate Requirements:
Participants should be engaged in managing some phase of a tax program, or have the potential to move into such a position. Simultaneous translation is available for foreign students, if required.

Title & Code: SALES AND EXCISE TAX ADMINISTRATION - 750-14
(Including Value-Added Tax)

Duration: 6 weeks

Locale: University of Southern California
Los Angeles, California

Begins: January (1st Program)
July (2nd Program)

Ends: February (1st Program)
September (2nd Program)

PIO/P Category and cost per month: Non-academic- $1,250/ month

Development Objectives:
The program is designed to develop professional skills, and to provide the knowledge needed to design and administer a broad tax program.

Training Plan:
The course consists of seminars conducted by outstanding individuals in the fields of economics, law and taxation, and from among State and County tax administrators who are experts in the subject on which they will instruct. The exchange of ideas and experiences among participants is stressed. Among the topics covered in these seminars are:

Sales and Excise Taxes - Economic Concepts
Sales Tax - Concept of Sale; Taxation of Services
Administration of Tax
Organizational Structure
Relationship of Finance to Government Development
Value-Added Tax

Candidate Requirements:
Participants should be engaged in managing some phase of a tax program, or have the potential to move into such a position. Simultaneous translation equipment is available for foreign students, if required.

Title and Code: ORGANIZATION AND OPERATION OF IN-SERVICE TRAINING IN TAXATION - 750-15

Duration: 4 weeks

Locale: University of Southern California
Los Angeles, California

Begins: March (1st Program)
October (2nd Program)

Ends: April (1st Program)
November (2nd Program)

PIO/P Category and cost per month: Non-academic- $1,250/ month

Development Objectives:
The program is designed to develop professional skills, and to provide the knowledge needed to design and administer a broad training program.

Training Plan:
The course consists of seminars conducted by outstanding individuals in the fields of economics and business administration, and from among State and Federal tax administrators who are experts in the subject or function on which they will instruct. The exchange of ideas and experience among participants is stressed. Among the topics covered in these seminars are:

Philosophy of Training
Developing the Training Needs of the Organization
Organizing and Staffing
Strategies of Introducing and Implementing Change

Candidate Requirements:
Participants should be engaged in managing some plan of a tax program, or have the potential to move into such a position. Simultaneous translation equipment is available for foreign students, if required.

Title & Code: PLANNING AND PROGRAM DEVELOPMENT IN TAX ADMINISTRATION - 750-16

Duration: 7 weeks

Locale: Washington, D. C. and IRS field offices

Begins: October

Ends: November

PIO/P Category and cost per month: Non-academic- $1,250/ month

Development Objectives:
For high level tax officials who have major responsibility for developing quarterly, semi-annual, annual, or long-range plans and programs for the tax directorate. Often this is a key staff official very close to the director-general, although it may be a director of a major division.

Training Plan:
The seminar begins with a few days at the Washington International Center for cultural adaptation and several days involvement in a Participative Learning Workshop, including creative thinking, before focusing on elements and procedures of planning and program development. Factors of objectives, parameters and relevancy, use of work measurement data, decision-making, problem-solving, presentations of solutions, and budget preparation, as related to planning and program development will be analyzed. Participants will be given an opportunity to observe examples at national, regional, and district levels. They will be expected to bring examples of planning and program development problems to the seminar for analysis, solution and discussion.

Candidate Requirements:
See Development Objectives (above)

Other Considerations:
No academic transcript needed.

Nominations due 3 months prior to starting date.

Title & Code: INTERNATIONAL TAX PROGRAM - 750-17

Duration: 10 months

Locale: Harvard University

Begins: August

Ends: Mid-June

PIO/P Category and cost per month: Academic- $800/ month

Development Objectives:
To improve the capability of the participant in the field of taxation including Policy and Legislation, Administration, Law, Research, Accounting and Public Finance.

Training Plan:
First two weeks introduction to American economics, accounting, legal terminology and concepts, and instruction in English.

Seminar - Income Tax Policy and Legislation.

Seminar - and observation: Tax Administration, includes field trips to operating offices, U.S. Internal Revenue Service.

Tax Law - U.S. Federal Income Taxation Course.

Seminar - International Tax Research; integrating legal, economic and administrative approaches to tax problems including excise, general sales, land, net worth and expenditure taxes. Intensive treatment relating to income taxation of international transactions, tax treaties, tax aspects of common markets; use and techniques of tax incentive legislation with emphasis on newly developing countries.

Special courses in Accounting, Public Finance in Developing Economics, State and Local Taxation, Fiscal Policy, Public Finance and Economic Development may be made available to qualified participants.

Candidate Requirements:
Candidates should have some experience in tax policy or planning, and should have specialized in the legal economic or administrative aspects of taxation will be considered.

Other Considerations:
Nomination Deadline: 120 days

Documentation to AID/W: 120 days

English Language Requirements: Candidate must have a good working knowledge of English.

Academic transcript needed.

.....

Title and Code: TRAINING OF TRAINERS IN MANAGEMENT - 770-1

Duration: 8 weeks

Locale: General Management Training Center
U. S. Civil Service Commission
Washington, D. C.

Begins: April

Ends: July

PIO/P Category and cost per month: AID centrally funded

Development Objectives:
The Training of Trainers in Management program is conducted for us by the Civil Service Commission Bureau of Training at its headquarters in Washington, D. C. It is essentially the same program given by the Commission through headquarters and regional offices each year to approximately 15,000 U.S. government employees in the supervisory and management categories. Thus, the need for management training is by no means limited to the lesser-developed countries, although the LDCs have been giving increasingly broad expression to the need for this kind of training. Basic and middle-management training has an important ancillary advantage -- it allows for normal upward mobility within the regular personnel system.

Originally the concept called for teams of two participants from each country; one to support the other. From the experience of the pilot program and the second program -- now in progress -- we are no longer restricting the number of participants from a country. What is essential, however, is that no more than two participants come from the same institution for a single seminar. Each seminar will be repeated and other members of the same institution are welcome to come to the identical seminar -- but at another time, depending on the size and need of the host institution.

Training Plan:
The program is divided into three parts, each one consisting of two courses. The first two sets of courses (Courses #1 and #2, and Courses #3 and #4) deal with first-line management training; the third set (Courses #5 and #6) is directed to middle management training. Each program stands on its own: it is not necessary for trainers to take Courses #1 and #2, before taking Courses #3 and #4, etc.

The courses are:

Course No. & Title	To qualify to teach
(1) Introduction to Supervision	First-line managers (supervisory
(2) Basic Management Functions	" " "

(3)	Supervision & Group Performance	First-line managers (supervisory)
(4)	Basic Management Methods & Skills	" " "
(5)	Management & Group Performance	Middle-management
(6)	Management by Objectives	" "

The courses are not training in management strictly as a substantive field. Rather, the training is the practical use of developed and tested methodology for the training of trainers related to the multiplier concept, not of "each one teach one", but each one on returning home can teach groups of fifteen or twenty managers and possibly even other trainers each of whom in turn can teach other groups of managers.

Candidate Requirements:
The careful selection of participants is the key to the end result of the program in-country. Participants should have:

(1) Adequate English-language proficiency
(2) Some knowledge of the field of management
(3) Ability and a commitment to teach, and
(4) An institutional base from which to teach: full-time or part-time, depending on the local situation.

.....

Title & Code: ELECTRONIC DATA PROCESSING/SYSTEMS ANALYSIS - 780-1

Duration: For Administrative Executives--Six (6) Weeks--
For Department Managers and Systems Analysts--Seventeen (17) Weeks (13 weeks of course work and 4 weeks of on-the-job training)
AND/OR
(13 weeks plus 4 months of practical and project work)--

Locale: University of Connecticut

Scheduled Starting Dates: August and January

PIO/P Category and cost per month: Non-academic- $1,250/ month

Development Objectives:
Common to (1) Administrative Executives, (2) Department Managers & (3) Systems Analysts/Programmers.

Upon completion of the program, participants will be able to:
- identify various uses of computers, particularly their uses in Public Administration
- select computers for their organizations as well as assist other organizations in their selection
- conduct feasibility surveys

Specific for (1 & 2) Administrative Executives & E.D.P. Department Managers: relate behavioral and management sciences in analyzing and solving organizational problems

Specific for (3) Systems Analysts/Programmers: analyze, design and select system functions for computer applications

Training Plan:	Required of:
Development Administration Workshop	1,2,3
Introduction to E.D.P.	1
Current Trends in Computer Technology--U.S.A. and International	1,2,3
Computers in Public Organizations	1,2,3
Feasibility and Hardware Survey and Evaluation	1,2,3
Basic Systems Analysis	2,3
Organization Development and Management by Objectives Workshop	2
Advanced Systems Analysis	3
E.D.P. Consulting and Training	2,3
Project Management	2,3

On-the-Job Training
In addition to approximately 300 hours of course work, E.D.P. Department Managers and Systems Analysts/Programmers will spend one-month on-the-job training in order to acquire practical experience in the E.D.P. field.

Project
Each participant will be required to complete a project of relevance to his/her study emphasis and significance to the needs of his/her home organization. Teams from the same organization may work on projects which will complement each other.

Trainees may select courses from other D.A.T.P. programs as long as they do not conflict with required courses meeting times.

Candidate Requirements:
Participants should be in positions of management responsibility and have English language proficiency.

The Workshop has been designed as (a) an additional input into a larger program or (b) as a separate Management Development unit for senior level managers. It is used to expose sectoral specialists in agriculture, education, health, family planning, engineering, etc. to techniques and concepts available in the Management and Behavioral sciences that are of proved assistance in developing and managing sectoral programs. According to participants' reports, it accurately simulates real work situations and for Public Administration specialists it forms a laboratory in which to test new management styles and techniques without risk.

.....

Title & Code: INSURANCE ADMINISTRATION - 790-1

Duration: 36 weeks

Locale: University of Connecticut

Begins: September

Ends: May

PIO/P Category and cost per month: Academic- $800/ month

Development Objectives:
The purpose of the Insurance Administration program is to prepare insurance executives and employees of insurance regulatory agencies to manage effectively the financial resources generated by insurance policy holders. Means to perpetuate and increase the faith of the public in the benefits of insurance are also covered. The academic courses are taught by the faculty of the School of Insurance and cover a two semester period; however, it is possible for a student to enroll for only one semester at half the cost.

Training Plan:
The curriculum includes:

Insurance Law	2 semesters
Investment Principles	2 semesters
Insurance Accounting Service	2 semesters
Regulatory	2 semesters

Hartford is an ideal site for insurance trainees as it has 40 home offices of insurance companies located there and its official nickname is "The Insurance City."

On-the-Job Training is arranged with insurance companies, regulation agencies or various underwriter and evaluating organizations. The placement and emphasis varies in the minds of the individual participant.

Candidate Requirements:
This program is for insurance executives and employees of insurance regulatory agencies. Participants should have English language proficiency.

.....

Title & Code: MARKETING (Multi-Regional Program) - 790-2

Duration: 12 weeks

Locale: Graduate School of Business Admin. Harvard University

Begins: June

Ends: September

PIO/P Category and cost per month: Non-academic- $1,250/ month

Development Objectives:
This course is designed for business men, government officials, professors, and other individuals interested in modern methods of marketing management and research, in improving the distribution and marketing practices and procedures in their own countries, and in developing greater export potential. It also provides opportunities for participants to exchange ideas and experiences with individuals of similar professional interests from other countries, both developed and developing.

Training Plan:
The portion of the program at Harvard University consists of six weeks of study and research in the "how" of marketing management and market research with major emphasis on methods, skills, and techniques of analyzing marketing problems and conducting market research. The program is practical and action-oriented. The case study method is used. Course content includes:

Marketing Management
Marketing Research
Specialized Seminars in:
- International business operations
- Financial aspects of marketing
- Marketing in agricultural economics, e.g., marketing by agricultural boards, cooperative marketing, food marketing, and introduction of improved distribution systems
- Export expansion for government trade officers
- Export marketing for firms in the private sector
- Application of computers to the solution of marketing problems

As an optional feature, a special seminar in tourism is given for approximately two hours every day.

The classroom portion of the program is followed by a six week program of observation and consultation in diverse types and sizes of businesses in all parts of the United States. Insofar as is possible, each participant will visit an organization which is of special interest to him.

Candidate Requirements:
Should have at least five years' experience in management positions, preferably in marketing. Others who may qualify include executives, government officials, professors, etc., concerned with market research and market problems.

Other Considerations:
English Language Requirements: Candidates must have a good working knowledge of English.

No academic transcript needed.

.....

U. S. BUREAU OF THE CENSUS

Training programs for statisticians from developing countries have been conducted by the Bureau of the Census for more than 25 years, beginning with cooperation with Latin American countries in the 1940's in preparation for the 1950 population censuses of the Americas. Since then, over 2,800 foreign statisticians from some 85 countries have undergone training at the Bureau or under its guidance in academic institutions. Aside from those who have received formally scheduled training, more than 3,300 official visitors from other countries have consulted with the Bureau's staff about statistical and data processing methods. The Bureau's staff has also been active in international statistical agencies in some 70 countries over this same period.

As a result of long and many-faceted involvement with statistical developments throughout the world, the Bureau's international staff has acquired valuable experience in dealing with the training needs of statisticians in developing countries. It has responded to these needs by using past experience in developing a variety of training materials and procedures, not only in census and survey methods, but in the production of other basic economic and social statistics and in electronic data processing. The Bureau of the Census is in the forefront in assisting developing nations to improve the statistical base for population analysis and action programs. Training program content is being constantly updated to meet demographic and population dynamics demand. In FY 1970, the Bureau's training program served a record total of approximately 330 foreign participants from 70 countries, who were engaged in the study of such varied topics as census and survey methods, data processing, economic statistics, agricultural statistics, population statistics and demographic analysis, sampling methods, and statistical theory.

Training programs which are described in this book cover five specialized areas

1. Population Statistics and Demographic Analysis
2. Sampling and Survey Methods
3. Agricultural Surveys and Censuses (based on Joint FAO/US Agricultural Statistics Training Program)
4. Economic Surveys and Censuses
5. Data Processing

In addition to the above-listed programs, the Bureau arranges for and guides academic study programs in American universities for foreign participants in statistics and related fields. Academic training may be arranged on a full-time basis or as a part-time supplement to the regular technical training courses and workshops.

Title & Code: AGRICULTURAL SURVEYS AND CENSUSES - 140-13

U.S. Bureau of the Census

Duration: 11½ months
Participants may join the program at the beginning of the second or third training period (for a program of 7½ or 5½ months) if they have background equivalent to the training offered during the earlier training period(s). It is expected that all persons who undergo the classroom training normally will participate in the Agriculture Sample Survey Workshop and Field Demonstration in the fourth training period. Separate enrollment for the fourth training period is available for statistical technicians with appropriate experience or training.

Locale: U.S. Bureau of the Census, Washington, D.C.
Occasional trips and field exercise outside the Washington area.

Begins: Early September
Ends: Early August

PIO/P Category and cost per month: Non-academic- $1,250/ month

Development Objectives:
There is continuing need to obtain more precise and current information on the structure, distribution practices, production, and productive capacity of the agricultural sector in the developing nations. As a consequence, the U.S. Government agreed to join with the Food and Agriculture Organization of the United Nations (FAO) in a world-wide program to train statisticians of developing countries who would be responsible for planning and carrying out agricultural surveys and censuses.

To implement this important decision, the FAO and the U.S. Bureau of the Census, with the cooperation of the U.S. Department of Agriculture, have carried out four rounds of a 1-year training program, starting in September 1967. The emphasis in these early rounds was placed on the planning and implementation of the 1970 World Census of Agriculture. Later the emphasis shifted to training in current agricultural statistics and their integration with censuses.

Training Plan:
The program is divided into five training periods. The first four consist of classroom instruction, seminars, and laboratory sessions. For the course project, the participant studies and reports on some aspect of agricultural statistics appropriate to his country. The fifth training period concentrates on an Agriculture Sample Survey Workshop and Field Demonstration. The workshop covers all aspects of a statistical survey program--from determining the objectives to the analysis and publication of the data. The demonstration field survey involves the participant in an actual field exercise in an agricultural area. He takes part in selecting sample segments, listing the holdings, applying objective measurements, interviewing at sample holdings, and processing the results.

The scheduling and recommended content of the training program are shown in the curriculum presented below. Agricultural statistics is the major area of training emphasis, but clearly related auxiliary fields are included, such as mapping, design of questionnaires and related forms, and basic data processing operations. Selection may also be made from courses listed for the other areas of specialization. Academic credit is awarded for successful completion of the courses.

A. COURSES AND WORKSHOPS

		Class hours per week
First training period--September 3 to October 4		
201	Concepts and tools for Agricultural Statistics....	6.0
(101	Introduction to Statistical Methods.....	6.0
(or		
(104-1	Design of Sample Surveys.....	6.0
Second training period--October 7 to December 20		
202	Economics of Agricultural Development.....	3.0
203	Applications of Agriculture Census Methodology....	3.0
601	Census-Survey Questionnaires and Forms: Design and Response Research Laboratory.....	3.0
602	Data Processing Operations--for Subject Matter Specialists.....	1.5
603	Computer Processing Fundamentals--for Subject Matter Specialists.....	1.5
	Choice from the following:	
102	Intermediate Statistical Methods and Applications.....	3.0
103	Probability Sampling for Surveys.....	3.0
104-2	Design of Sample Surveys--Continued.....	3.0
302	Population Census-Survey Concepts.....	1.5
Third training period--January 6 to March 20		
204	Sampling Concepts for Agricultural Surveys.....	3.0
205	Frame Construction for Agricultural Surveys: Principles and Applications.....	2.0
220-1	Demonstration Agriculture Survey Laboratory.....	2.0
250-1	Seminar: Selected Topics in Agricultural Statistics.....	Varies
108	Control and Evaluation of Nonsampling Error.....	3.0
604	Geography and Mapping for Surveys and Censuses....	3.0
605	Preparation of Statistical Reports.....	1.5
	Choice from the following:	
106	Variance Estimation and Presentation of Error in Sample Surveys.....	3.0
107	Laboratory in Variance Estimation Techniques.....	2.0

Fourth training period--March 14 to June 13		Class hours per week
206	Objective Measurement of Area and Yield.....	2.0
207	Current Agriculture Survey Operations.....	3.0
208	Development of an Agricultural Statistics System.....	1.5
209	Agriculture and Population.....	1.5
220-2	Demonstration Agriculture Survey Laboratory--Continued.....	2.0
250-2	Seminar: Selected Topics in Agricultural Statistics--Continued.....	Varies
606	Management of Statistical Activities.....	1.5
690	Workshop: Training for Statistical Activities..	1 week
	Choice from the following:	
109	Measurement of Nonsampling Error.....	3.0
110	Research into Applications of Current Survey Designs.....	3.0
409	Economic Planning and Statistical System.....	1.5
Fifth training period--June 16 to July 25		
290	Agriculture Sample Survey Workshop and Field Demonstration.....	Full time
691	Seminar: Statistical Applications of Remote Sensing Imagery.....	2 days

B. OTHER TRAINING

Selection may be made from other courses to supplement or replace part of the above. Where advisable, arrangements may be made for training in specialized topics not offered in the regular curriculum.

Candidate Requirements:
Participants should have had some experience (at least a year) in agricultural statistical programs. Academic training in statistics, mathematics, and economics is very helpful. A university degree also is desirable, although formal education may range from high school graduation to an advanced university degree.

Other Considerations:
Nomination Deadline: At least two months before beginning of program.

Documentation to AID/W: PIO/P and biographical data at least one month prior to starting date of program.

English Language Requirements:
Score of 70-70 ALIGU. Some familiarity with the English language terminology of technical terms used in agricultural statistics is desirable.

Academic transcript desirable. Participants should bring information, publications, and procedures followed in their national censuses and other surveys. These materials will be of value in research and studies in which they may participate.

.....

Title & Code: POPULATION STATISTICS AND DEMOGRAPHIC ANALYSIS - 570-1

U.S. Bureau of the Census

Duration: 11½ months
Participants may join the program at the beginning of a training period (in January or March) for a program of 7½ or 5½ months if they have background equivalent to the training offered during the preceding period(s). Separate enrollment is possible for the workshop and field demonstration in the fourth training period.

Locale: U.S. Bureau of the Census, Washington, D.C.
Occasional trips and field exercise outside the Washington area.

Begins: Early September
Ends: Early August

PIO/P Category and cost per month: Non-academic- $1,250/ month

Development Objectives:
Demographic surveys and population censuses provide the principal basis for establishing dependable data on the numbers, characteristics, and geographic distribution of the population; also they are frequently the principal statistical vehicles for measurement of population change. Demographic data can serve as a basis for determining national population policies and for measuring the impact of family planning programs in addition to the familiar uses in planning and administering programs of economic and social development.

More than 100 developing countries have already participated, or are planning to participate, in the 1970 World Census of Population. It is of vital importance not only that the censuses produce timely results that satisfy basic demographic inventory needs but that countries plan for continuing surveys to provide current population data. Training in census concepts and methods is incorporated in the curriculum for participants requiring such training; however, with many countries already past the data-collection stage, emphasis is placed on the processing and analysis of data and on household sample surveys as a continuing source of demographic and related information.

The training is intended for professional personnel working in population and housing censuses, household demographic surveys, and population growth surveys. Additionally, it is designed for statisticians who are responsible for determining population levels, growth patterns, and future trends. Participants learn techniques for developing dependable demographic measures from incomplete and defective data, which represent the usual type of information available for developing countries.

Training Plan:
The first four training periods include classroom work, seminars, conferences, and discussion and laboratory sessions. The classroom work gives participants the basic knowledge and skills that are needed for obtaining and analyzing demographic data. In the population seminar, expert demographers are invited to discuss topics of special interest to the participants; also, each participant reports on some aspect of population statistics or demography appropriate to his country. The fifth training period consists of a full-time workshop and field demonstration in demographic sample surveys, combining population change studies with the Atlantida Case Study on household sample surveys. The case study assumes that a mythical country is engaged in all phases of planning and implementing a sample survey--from determining objectives and setting up table outlines, through sampling and field operations, to processing the data.

A recommended curriculum for participants who are specializing in population statistics and demographic analysis appears on the next page. Demography is the major area of training emphasis, but clearly related auxiliary fields and skills are included, such as statistical sampling, survey methods, mapping, design of questionnaires and control forms, and basic data processing operations. Statisticians interested in other courses may select from the list on pages 6 and 7 in accordance with their program objectives.

A. COURSES AND WORKSHOPS

		Class hours per week
First training period--September 3 to October 4		
301	Population Trends and Patterns.....	6.0
101	Introduction to Statistical Methods.....	6.0
Second training period--October 7 to December 20		
302	Population Census-Survey Concepts.....	1.5
303	Applications of Population Census Techniques..	3.0
304	Introduction to Population Analysis.....	3.0
305	Population Analysis Laboratory.....	2.0
601	Census-Survey Questionnaires and Forms: Design and Response Research Laboratory.....	3.0
602	Data Processing Operations--for Subject Matter Specialists.....	1.5
603	Computer Processing Fundamentals--for Subject Matter Specialists.....	1.5

		Class hours per week
	Choice from the following:	
102	Intermediate Statistical Methods and Applications	3.0
103	Probability Sampling for Surveys	3.0
Third training period--January 6 to March 20		
306	Demographic Measures from Incomplete Data	3.0
307	Advanced Techniques of Demographic Analysis	3.0
308	Advanced Population Analysis Laboratory	2.0
320-1	Demonstration Demographic Survey Laboratory	2.0
350-1	Seminar: Selected Topics in Population and Demography	Varies
108	Control and Evaluation of Nonsampling Error	3.0
604	Geography and Mapping for Surveys and Censuses	3.0
605	Preparation of Statistical Reports	1.5
	Choice from the following:	
204	Sampling Concepts for Agricultural Surveys	3.0
406	Economic Surveys of Households: Family Income and Expenditures, and Manpower	3.0
Fourth training period--March 24 to June 13		
309	Fertility and Population Change Surveys: Design and Methodology	3.0
310	Review and Interpretation of Demographic Data	3.0
312	Population Estimates and Projections Laboratory	2.0
313	Applications of Life Table- and Projection-Techniques for Development Planning	3.0
320-2	Demonstration Demographic Survey Laboratory--Continued	2.0
350-2	Seminar: Selected Topics in Population and Demography--Continued	Varies
606	Management of Statistical Activities	1.5
690	Workshop: Training for Statistical Activities	1 week
	Choice from the following:	
209	Agriculture and Population	1.5
311	Determinants and Consequences of Population Trends	1.5
Fifth training period--June 16 to July 25		
390	Case Study in Demographic Sample Surveys: Workshop and Field Demonstration (jointly with Course 190)	Full time
691	Seminar: Statistical Applications of Remote Sensing Imagery	2 days

Candidate requirements:
Participants should have some working experience (at least a year) in population statistical programs and a basic knowledge of algebra. Formal educational background may range from high school graduation to advanced university degrees. Academic training in mathematics, statistics, sociology, and demography is especially helpful; a basic acquaintance with demographic measures is desirable but not required.

English Language Requirements:
Score of 70-70 ALIGU. Some familiarity with the English language terminology of technical terms used in demography and population analysis is desirable.

Academic transcript desirable. Participants are requested to bring with them information, publications, instructions, and procedures that are followed in their national censuses and surveys; these materials will be of value in research and methodological studies in which they may participate.

Title & Code: SAMPLING AND SURVEY METHODS - 780-2

U. S. Bureau of the Census

Duration: 11½ months

Statisticians with a good background beyond the level of courses offered in the first training period can be scheduled for a program of 7½ months, beginning in January. A 5½-month program covering the third and fourth training periods also can be arranged for persons with appropriate background. It is expected that all persons who attend the classroom training normally will participate in one of the sample survey workshops. Separate enrollment for the workshops in the fourth training period is available for statisticians with appropriate experience or training.

Locale: U. S. Bureau of the Census, Washington, D. C.
Occasional trips and field exercise outside the Washington area.

Begins: Early September

Ends: Early August

PIO/P Category and cost per month: Non-academic- $1,250/ month

Development Objectives:
This program has been developed to permit adaptation to the needs of mathematical and survey statisticians in varied levels of responsibility. Expertise in designing large-scale sample surveys and estimating population values from sample data normally is developed over a long period of application and experience laid on a foundation of sound technical knowledge. The 1-year training program, while not sufficient to produce sampling experts, will enable participants to greatly improve their understanding of the principles of statistical inference as applied to the design and evaluation of surveys, and to study a variety of applications of those principles. The program will cover, for example, stratification, cluster sampling, ratio estimation, and techniques for optimizing sample designs.

Participants also will learn, through an intensive case study of a mythical country, to plan, coordinate, and control all phases of censuses and sample surveys based on households, agricultural holdings, or economic establishments.

Training Plan:
The first four training periods include classroom work, seminars, conferences, and laboratory sessions. In the sampling seminars, sampling experts are invited to discuss topics of special interest to the participants; also, each participant reports on some aspect

of sampling and survey methods appropriate to his country. The fifth training period permits a choice of either a household or an agricultural sample survey workshop and field demonstration. The workshops cover all aspects of planning and carrying out sample surveys, including experience in actual field listing and enumerating.

A recommended curriculum for participants specializing in sampling and survey methods appears below. This curriculum assumes that participants specializing in sampling do not require Course 101, Introduction to Statistical Methods, Course 102, Intermediate Statistical Methods and Applications, or Course 103, Probability Sampling for Surveys, although these can be taken if needed. Sampling and survey methods is the major area of training emphasis, but clearly related auxiliary fields and skills are included, such as mapping, design of questionnaires and other forms, and basic data processing operations. Statisticians interested in other courses may select from the list on pages 6 and 7 in accordance with their program objectives. Participants with a more advanced level of statistical training or experience receive some advanced training in design, analysis, and evaluation of sample surveys.

A. COURSES AND WORKSHOPS

		Class hours per week
First training period--September 3 to October 4		
104-1	Design of Sample Surveys	6.0
105-1	Survey Sampling Laboratory	4.0
Second training period--October 7 to December 20		
104-2	Design of Sample Surveys--Continued	3.0
105-2	Survey Sampling Laboratory--Continued	2.0
601	Census--Survey Questionnaires and Forms: Design and Response Research Laboratory	3.0
602	Data Processing Operations--for Subject Matter Specialists	1.5
603	Computer Processing Fundamentals--for Subject Matter Specialists	1.5
	Choice from the following:	
203	Applications of Agriculture Census Methodology	3.0
302	Population Census-Survey Concepts	1.5
303	Applications of Population Census Techniques	3.0
403	Elements of Economic Census-Survey Operations	3.0
Third training period--January 6 to March 20		
106	Variance Estimation and Presentation of Error in Sample Surveys	3.0
107	Laboratory in Variance Estimation Techniques	2.0
108	Control and Evaluation of Nonsampling Error	3.0
120-1	Demonstration Sample Survey Laboratory	2.0

		Class hours per week
150-1	Seminar: Selected Topics in Sampling.....	Varies
604	Geography and Mapping for Surveys and Censuses..	3.0
605	Preparation of Statistical Reports.....	1.5
	Choice from the following:	
204	Sampling Concepts for Agricultural Surveys.....	3.0
205	Frame Construction for Agricultural Surveys: Principles and Applications.....	2.0
406	Economic Surveys of Households: Family Income and Expenditures, and Manpower.....	3.0
Fourth training period--March 24 to June 13		
109	Measurement of Nonsampling Error.....	3.0
110	Research into Applications of Current Survey Designs.....	3.0
120-2	Demonstration Sample Survey Laboratory--Continued.....	2.0
150-2	Seminar: Selected Topics in Sampling--Continued	Varies
606	Management of Statistical Activities.....	1.5
690	Workshop: Training for Statistical Activities..	1 week
	Choice from the following:	
206	Objective Measurement of Area and Yield.....	2.0
207	Current Agriculture Survey Operations.....	3.0
309	Fertility and Population Change Surveys: Design and Methodology.....	3.0
410	Applications of Economic Census-Survey Techniques	3.0
Fifth training period--June 16 to July 25		
190	Case Study in Sample Surveys: Workshop and Field Demonstration.....	Full time
691	Seminar: Statistical Applications of Remote Sensing Imagery.....	2 days

Candidate Requirements:
As a minimum, participants should have completed a secondary school course in algebra, and an elementary statistics course or its equivalent. Other academic training in statistics and mathematics is helpful. Most participants in this field hold a university degree, although formal education may range from high school graduation to an advanced university degree.

Other Considerations:
Nomination Deadline: At least two months before beginning of program.

Documentation to AID/W: PIO/P and biographical data at least one month prior to starting date of program.

English Language Requirements:
Score of 70-70 ALIGU. Some familiarity with the English language terminology of technical terms used in sampling is desirable.

Academic transcript desirable. Participants are requested to bring with them information, publications, instructions and procedures followed in their national censuses and other surveys. These materials will be of value in research and methodological studies in which they may participate.

.....

Title & Code: ECONOMIC SURVEYS AND CENSUSES - 780-3

U. S. Bureau of the Census

Duration: 11½ months

Shorter programs of 7½ or 5½ months (beginning in January or March) may be arranged by the Bureau of the Census if country training objectives and participant's qualifications warrant shorter time.

Locale: U. S. Bureau of the Census, Washington, D. C.
Occasional trips and field exercise outside the Washington area.

Begins: Early September

Ends: Early August

PIO/P Category and cost per month: Non-academic- $1,250/ month

Development Objectives:
The training program provides instruction in the statistical concepts and operations appropriate to the measurement and analysis of various branches of basic economic activity. Persons with responsibility for basic economic surveys and censuses are given opportunity to study applicable concepts and techniques and/or refine their knowledge in these fields. The objective is to prepare technicians to initiate or to improve national programs in industrial statistics, foreign trade statistics, distributive and service trade statistics, and manpower, depending on individual specialization.

Training Plan:
The entire program is divided into five training periods. The first four periods include classroom work, seminars, conferences, and

laboratory sessions. In the seminar, experts in economic statistics are invited to discuss topics of special interest to the participants; also, each participant reports on some aspect of economic statistics appropriate to his country.

The first two training periods cover a study of economic concepts and operations appropriate to any basic type of economic statistical inquiry. In the third training period, the program deals with mathematical and statistical tools for economic analysis, as well as the design of manpower and family income and expenditure surveys. In the fourth, the curriculum features foreign trade operations, economic planning, and the development of a statistical system; included also is training in the applications of census-survey techniques (using the Providencia Economic Census Case Study).

The entire fifth training period is devoted to a full-time workshop and field demonstration. The participants learn to plan, coordinate, and control various phases of a multi-subject household sample survey in which information is collected on household industry and economic characteristics of the household members. Small-group discussions with experts in sample surveys and a field demonstration are important parts of the workshop.

A recommended curriculum for participants specializing in economic statistics appears below. Economic statistics is the major area of training emphasis, but clearly related auxiliary fields and skills are included, such as statistical sampling, survey methods, mapping, design of questionnaires and other forms, and basic data processing operations.

Throughout the year, the program may be interspersed with appropriate conferences in national accounts, balance of payments, production analysis, and labor/price statistics. Conferences for training not offered by the Bureau of the Census are arranged in accordance with the training objectives of the participant.

A. COURSES AND WORKSHOPS

		Class hours per week
First training period--September 3 to October 4		
401	Macro-Economic Concepts for Statisticians.....	6.0
(101	Introduction to Statistical Methods.....	6.0
(or		
(104-1	Design of Sample Surveys.....	6.0
Second training period--October 7 to December 20		
402	Micro-Economic Concepts for Statisticians.....	3.0

		Class hours per week
403	Elements of Economic Census--Survey Operations..	3.0
601	Census-Survey Questionnaires and Forms: Design and Response Research Laboratory.....	3.0
602	Data Processing Operations--for Subject Matter Specialists.....	1.5
603	Computer Processing Fundamentals--for Subject Matter Specialists.....	1.5
	Choice from the following:	
102	Intermediate Statistical Methods and Applications.....	3.0
104-2	Design of Sample Surveys--Continued.....	3.0
203	Applications of Agriculture Census Methodology..	3.0
302	Population Census-Survey Concepts.....	1.5
Third training period--January 6 to March 20		
404	Mathematical Tools for Economic Analysis.....	3.0
405	Statistical Tools for Economic Analysis.....	1.5
406	Economic Surveys of Households: Family Income and Expenditures, and Manpower.....	3.0
420-1	Demonstration Economic Survey Laboratory.....	2.0
450-1	Seminar: Selected Topics in Economic Statistics	Varies
108	Control and Evaluation of Nonsampling Error.....	3.0
605	Preparation of Statistical Reports.....	1.5
	Choice from the following:	
205	Frame Construction for Agricultural Surveys: Principles and Applications.....	2.0
604	Geography and Mapping for Surveys and Censuses..	3.0
Fourth training period--March 24 to June 13		
407	Economic Index Construction: Principles and Applications.....	3.0
408	Foreign Trade Statistical Operations.....	3.0
409	Economic Planning and Statistical System.....	1.5
410	Applications of Economic Census-Survey Techniques.....	3.0
420-2	Demonstration Economic Survey Laboratory--Continued.....	2.0
450-2	Seminar: Selected Topics in Economic Statistics--Continued.....	Varies
606	Management of Statistical Activities.....	1.5
690	Workshop: Training for Statistical Activities..	1 week
	Choice from the following:	
110	Research into Applications of Current Survey Designs.....	3.0
313	Applications of Life Tables and Projection-Techniques for Development Planning.....	3.0

		Class hours per week
Fifth training period--June 16 to July 25		
490	Socio-Economic Sample Survey Workshop and Field Demonstration (jointly with Course 190).....	Full time
691	Seminar: Statistical Applications of Remote Sensing Imagery.....	2 days

B. OTHER TRAINING

Selection may be made from other courses to supplement or replace part of the above. Where advisable, arrangements may be made for training in specialized topics not offered in the regular curriculum.

Candidate Requirements:
The program is available to foreign statisticians and technicians who have had some working experience (at least a year) in national statistical programs. Formal educational background may range from high school graduation to advanced university degrees. Academic training in mathematics, statistics, and economics is especially desirable.

Other Considerations:
Nomination Deadline: At least two months before beginning of program.

Documentation to AID/W: PIO/P and biographical data at least one month prior to starting date of program.

English Language Requirements:
Score of 70-70 ALIGU. Some familiarity with the English language terminology of technical terms used in economics is desirable.

Academic transcript desirable. Participants are requested to bring with them information, publications, instructions, and procedures that are followed in their national economic inquiries; these materials will be of value in research and methodological studies in which they may participate.

.....

Title & Code: DATA PROCESSING - 780-5

U.S. Bureau of the Census

Duration: 11½ months

Programmers with practical experience or with training equivalent to that given in the first training period may be accepted for a shorter program of 7½ months to begin in January. Separate enrollment may be arranged for the CENTS course in the third training period for programmers with the appropriate background, and separate enrollment may be arranged for the Systems Analysis and Management Course and Workshop in the fourth training period.

Locale: U.S. Bureau of the Census, Washington, D.C.
Occasional trips to computer installations outside the Washington area.

Begins: Early September
Ends: Early August

PIO/P Category and cost per month: Non-academic- $1,250/ month

Development Objectives:
This training is designed to provide the knowledge and skills needed to qualify persons as computer programmers, project planners, ADP (Automatic Data Processing) operations managers, and systems analysts in data processing installations and to upgrade the technical capabilities of persons already employed in these occupations. Although primarily designed for persons in government statistical offices, the program is flexible and adaptable to requirements of technicians in government banking systems or general-purpose computer centers.

Training Plan:
In contrast to the training schedule for the other fields of specialization (population, sampling, agriculture, economics), most of the courses in data processing are conducted on a full-time basis and each course is of relatively short duration. For the most part, the courses are presented in sequence to accommodate technicians at an advanced level and with special interests, as well as those with relatively little training or experience.

Forms of instruction include classroom courses, laboratory sessions, supervised study, and individual projects. Program planning, flow charting, and coding are regular components of computer language classes, and programs are tested on Census Bureau equipment and on an on-line terminal to an IBM 360/370 Computer System. Assistance is provided in analysis, test-deck preparation, and "debugging" of programs. The training in systems analysis and programming languages is related primarily to third generation, medium-scale computers, of which the IBM System 360 is representative. Participants are instructed in adapting languages and procedures to other types of equipment appropriate to their country facilities. Knowledge and skill obtained in COBOL and FORTRAN are readily adaptable to various types of computers. Training in IBM 360/370 assembler language teaches the concepts needed to learn the assembler language that would be required for another computer system.

A recommended curriculum for specialists in data processing appears on the next page. Data processing is the major area of training emphasis, but several essential related field are included, such as basic statistical concepts, design of questionnaires, tabular presentation, subject matter concepts basic to various censuses and current surveys, and control of errors. These related topics are considered necessary for better understanding of subject matter concepts that are being edited and tabulated and better understanding of the statistical operations that precede the computer processes. Data processing technicians interested in other fields of specialization (population, sampling, agriculture, economics) may select from the list of courses on pages 6 and 7 in accordance with their program objectives and available time.

Participants may also attend seminars or enroll in short courses at education centers or computer installations in the Washington area for training not included in the Census Bureau curriculum.

A. COURSES AND WORKSHOPS

		Length of course
First and second training periods--September 3 to December 20		
501	Computing Systems Fundamentals	2 weeks
502	Fundamentals of Programming	1 week
503	File Organization and Accessing	1 week
504	COBOL Coding and Testing	6 weeks
505	Introduction to DOS and Direct Access Methods	2 weeks
506	FORTRAN IV Coding and Testing	3 weeks
607	Statistical Concepts and Measures--for Data Processing Specialists	10 sessions
608	Census-Survey Concepts in Agriculture, Population, and Economics--for Data Processing Specialists	10 sessions

		Length of course
Third training period--January 6 to March 20		
507	Introduction to IBM Systems 360/370.....	2 weeks
508	Introduction to IBM Systems 360/370 Assembler Language.....	2 weeks
509	IBM Systems 360/370 Assembler Language Coding (ALC), Testing, and Input-Output Control.....	7 weeks
550-1	Seminar: Selected Topics in Data Processing.....	Varies
609	Questionnaire Design, Editing Principles, and Tabular Presentation--for Data Processing Specialists.....	10 sessions
Fourth training period--March 24 to June 13		
510	CENTS (Census Tabulation System).....	4 weeks
511	Computer Software Systems and Program Management.	2 weeks
-	Selection from optional courses 512, 513, 514, 610	2 weeks
550-2	Seminar: Selected Topics in Data Processing--Continued.....	Varies
590-1	Systems Analysis and Controls: Course.....	2 weeks
606	Management of Statistical Activities.....	10 sessions
690	Workshop: Training for Statistical Activities...	1 week
Fifth training period--June 16 to July 25		
590-2	Systems Analysis and Controls: Workshop.....	4 weeks
590-3	Systems Analysis and Controls: Sample Survey Workshop Demonstration (jointly with Course 190)	2 weeks
691	Seminar: Statistical Applications of Remote Sensing Imagery.....	2 days

Optional Courses

512	COCENTS (COBOL version of CENTS).....	3 to 5 days
513	IBM Systems 360/370 OS Concepts and Facilities...	Varies
514	IBM Systems 360/370 DOS JCL.....	Varies
610	Family Planning Record System.....	2 weeks

Candidate Requirements:
Although a secondary level of education and some working experience in data processing are highly desirable, there are no specific prerequisites for the basic courses in data processing beginning in September. Participants may join the program at the beginning of the second training period (or later) if they have had prior programming experience, as indicated above in the discussion of the duration of training.

Other Considerations:
Nomination Deadline: At least two months before beginning of program.

Documentation to AID/W: PIO/P and biographical data at least one month to starting date of program.

English Language Requirements:
Score of 70-70 ALIGU. Some familiarity with the English language terminology of technical terms used in data processing is desirable.

Academic transcript desirable. Participants are requested to bring with them information, publications, instructions and procedures followed in their national censuses and other surveys. These materials will be of value in research and methodological programs in which they may participate.

.....

CIVIL SERVICE COMMISSION

In the past 20 years the U.S. Civil Service Commission has shared its wealth of knowledge in the field of public personnel administration with approximately 2,000 international guests from over 75 countries. During 1969, 335 foreign officials visited the Commission.

The participants come to us through the United Nations, State Department, AID, Ford Foundation, universities, foreign embassies, etc. The average sojourn is 2 months, but many participants are with us for four to six months.

Each training program is tailored to meet the needs of the participant and is developed only after consultation with the individual. Depending on his background of experience, education, language ability, length of program, etc., the participant's program may consist of a series of rotating assignments in the various bureaus and offices of the Commission, followed by visits to Federal agency personnel offices where participants learn about the relationships existing between the agencies and the Civil Service Commission as the central personnel agency. During this period of time, participants may be nominated to participate in CSC sponsored one or two weeks training courses (classroom type training) conducted primarily for U.S. Federal employees.

Field trips are arranged to one or more of the ten regional offices scattered about the country. At the time of regional visits, meetings are also arranged with State and local government personnel systems.

The Commission has the best library in the U.S. in the area of public personnel administration, so time is set aside in the training program for research and study in the library.

If a participant wishes to pursue one or two academic night courses at local universities, he may also desire several hours of on-the-job training during the day. This arrangement can be made and helps in showing how theory is applied in practice.

In addition to the participant's technical learning emphasis is placed on his cultural learning.

Participants are provided with a wealth of written information on the history, organization and various functions of the Federal Civil Service and the role of the Commission in the organization of Government. Upon departure, the participant's name is placed on our mailing list to receive new and revised Commission publications. This is our way of keeping the participants up to date on the latest developments in the U.S. Public Service System.

Title & Code: THE UNITED STATES SYSTEM OF PERSONNEL - 730-2
ADMINISTRATION

U.S. Civil Service Commission

Duration: Four months

Begins: Any time of year

Ends: Four months after arrival date

Locale: U.S. Civil Service Commission Federal Departments and Agencies CSC Regional Offices State and local levels of personnel jurisdictions

PIO/P Category and cost per month: Non-academic- $1,250/ month

Development Objectives:
To share with the developing countries our wealth of knowledge in the field of public personnel administration, and to learn from them in the hope that they may assist us in making our system more effective.

Training Plan:
The participants first receive an orientation concerning the history, organization and functions of the Commission and the role of the central personnel organization in the organization of Government.

The orientation is followed by a series of rotating assignments in the bureaus and offices of the Commission where they are given more detailed information on various functions.

Arrangements are made for study-observation in Federal departments and agencies' personnel offices where they learn about the relationships between the central personnel agency and the departments.

Field trips are planned to CSC regional offices and State and local personnel boards.

While participants are undergoing this training program they may be selected to attend one or more of the formal classroom type training courses (about 1 week each) conducted by the Civil Service Commission:

1. General Management Training Center
2. Personnel Management Training Center
3. Financial Management and Program Planning & Budgeting Seminar Training Center
4. Automatic Data Processing Management Training Center
5. Communications & Office Skills Training Center

Candidate Requirements:
Government employees in a central personnel agency or personnel offices in Ministries. Groups up to six preferred. Individuals accepted.

Other Considerations:

Nomination Deadline: Not less than 3 months prior to arrival date.

Documentation to AID/W: Not less than 3 months prior to arrival date.

English Language Requirements: Must be able to speak and understand English sufficiently to benefit from training. If participant cannot converse in English an interpreter must be furnished by AID.

No academic transcript needed.

.....

BUREAU OF CUSTOMS

The Treasury Department's United States Bureau of Customs was established by the First Congress in 1789. Its twin missions are (1) collecting revenue, and (2) enforcing laws regulating the movement of articles, people and carriers across the country's borders. The United States Bureau of Customs is organized into a field service of nine regions. Investigative and enforcement work of the Bureau of Customs is performed by the Customs Agency Service which operates through twenty domestic Customs Agency Service districts.

The Bureau of Customs through its Division of Foreign Customs Assistance cooperates with the Agency for International Development in supplying Customs training to overseas Customs officials.

In previous years the Bureau conducted three courses numbered 750- 6 through 8 which provided training in general customs, customs enforcement, and observation of U.S. customs operations. In 1974, these programs were combined in a single course, 750-9, the Foreign Customs Training Program, which also offers a "Training of Trainers" element.

The Bureau of Customs has conducted the training of 119 participants from 29 different countries during the 1971 fiscal year. Customs assistance teams are currently engaged in projects in Asia, Africa, and Latin America under the auspices of the Agency for International Development.

Title & Code: FOREIGN CUSTOMS TRAINING COURSE - 750-9

U. S. Customs Service

Duration: 8 weeks

Locale: Service Headquarters
U. S. Customs Service
Washington, D. C.

Begins:	April	September	March
Ends:	June	November	April

PIO/P Category and cost per month: Non-academic- $1,250/ month

Development Objectives and Training Plan:

Part I - General Customs:
The course begins with a review of the organization and operations of the United States Customs Service. Attention is then directed to the principles of sound organizational structure and effective management applicable to any Customs administration in various operational areas: control of merchandise, passengers and carriers; appraisement and classification of imported merchandise; entry and payment of duties; brokers and surety requirements (3 weeks).

Part II - Observation of U. S. Customs Operations:
This portion of the course consists of visits to seaports, airports and land border ports. Meaningful observation is obtained by allowing the participant to concentrate on his or her particular area of interest (2 weeks).

Part III - Enforcement:
Participants are taught enforcement and investigative techniques such as: surveillance, raids, arrest and handling of prisoners, preservation of evidence, undercover operations, self defense, etc. (2 weeks).

Part IV - Training of Trainers:
The final portion of the course consists of teaching the participant to develop formal and on-the-job training programs, prepare lesson plans and conduct formal classroom instruction (1 week).

Candidate Requirements:
Program is open to administrators at all levels of customs operations.

Other Considerations:
Slots are filled on a first come basis; nominations should be made as soon as possible. USAID's should advise AID/W no later than 60, and preferably 90 days prior to the beginning date of the course applied for.

.....

UNITED STATES POSTAL SERVICE

The United States Post Office Department became in 1971 the new United States Postal Service, a semi-independent government agency designed to provide the most efficient and most reliable and most economical mail service. The transition from cabinet agency to a more autonomous organization marked a major milestone in the history of the United States mails. The new, more flexible structure of the Service is able to meet its patrons' changing needs and the changing environment. Its financial autonomy stimulated an ambitious modernization program affecting all its operations which is now in full progress.

With mail volume reaching 90 billion pieces annually and the over 750,000 work force facing a new challenge, the importance of well-trained, motivated personnel became fundamental to the USPS. To meet its new goals, the U.S. Postal Service has built an expanded and a highly sophisticated training system throughout the country. The training system includes a network of Postal Employee Development Centers with training facilities in most large postal installations. The management and supervisory programs are concentrated in the Postal Service Training and Development Institute which operates three major centers for managerial, maintenance, and craft training. The Management Center, located in a suburban area of Washington, provides systems of training for every specialty of postal activity. This includes over 120 separate courses for career development needs of first-line, middle, and top level managers. Maintenance training is provided by the Technical Center located at Norman, Oklahoma. Here, maintenance technicians are developed to keep in operation the highly-sophisticated mechanized and control systems of the fast-changing USPS. Also located in suburban Washington is the Center for development of systems of training for the 650,000 craft employees.

The USPS training staff numbers about 340 full time employees many of them highly skilled professionals. It is worth mentioning that in recognition of its professional achievements in the training field, the Postal Service was last year presented with the "1972 Training and Development Organization of the Year" award by the prestigeous American Society for Training and Development.

As in the past, the new United States Postal Service has a continuous interest to share its skills and experience with postal officials of developing countries. Its facilities, resources and expertise are available to officials from these nations. The space limitations of the Guide do not make it possible to list all management courses available at the Management Center. The selected programs listed in the following pages offer a fairly good idea of the variety and broad spectrum of courses taught at the Postal Training Center.

In addition, individual programs of varying lengths can be developed in any specialized area. Requests for training should precede the anticipated date of the participant's arrival by approximately 90 days.

Title & Code: MANAGEMENT CENTER - 790-11

Postal Service Training & Development Institute

Duration: One to three weeks

Locale: Office of International Postal Affairs
U. S. Postal Service
Washington, D.C. 20260

PIO/P Category and cost per month: Non-academic- $1,250/ month

Development Objectives:
The purpose of the Management Center is to improve the efficiency and effectiveness of postal operations by upgrading the skill of supervisors and managers and developing their capability to think and act creatively.

Training Plan:
The typical course is classroom instruction that emphasizes problem solving, inter-action and experience learning. Through workshops, seminars and small group activities, the participant is actively involved in and contributes to the learning process.

Here are some of the courses which could benefit foreign participants:

Fundamentals of Management (1 week)
Is the foundation course of management principles for every first-line supervisor.

Modern Management Practices (1 week)
To teach managers how to mobilize their resources, especially their human resources, for more effective and efficient output. Uses analytical models of communication and planning processes.

Unified Communications (1 week)
To provide knowledge and skills for more effective use of oral, written, and visual communications. Unique design for individual and group activity and high self-evaluation.

Rational Decision Making (1 week)
Provides skills for use of systems analyst, PERT, problem-solving guides, decision trees with objective of alternative and decision analysis. Builds rational decision-making into managerial style.

Human Resources Management (two weeks)
By use of a Human Resources Management Model, develops skills to effectively utilize people and to use improved practices in the management of human resources.

Analytical Methods (1 week)
Enables the postal manager to understand modern analytical techniques for solving real-life postal problems. Uses random sampling, probability, regression analysis, correlations, control charting, etc.

Transportation Terminal, Dock and Ramp Management (two weeks)
Rail, highway and air carrier operations; classification, rates and tariffs; financial management; policies and planning.

Mail Processing Core Program (two weeks)
Provides mail processing managers with tools for more effective management. Covers use and analysis of management operating data, methods improvement, and quality control.

Financial Resources Management (two weeks)
Modern financial management principles and practices and applied budget control procedures. Data collection; recording and analysis of data; using financial methods to integrate and compare the results of various measurements of operations; short and long range budget techniques.

Methods-Time Measurement (three weeks)
Procedures for measuring work performance and setting work standards; analyzing and controlling of production in manually oriented work methods.

Customer Services (Basic) (1 week)
To strengthen the communicative skills of customer service representatives and give them a better understanding of human behavior in their efforts to secure public support and cooperation.

Safety Instructional Laboratory (two weeks)
Safety techniques to protect the individual's life and health against the hazards of machinery, electricity, fire, material handling, and traffic.

Introduction to Personnel Management (two weeks)
Personnel management rules, and procedures. Emphasizes concepts of manpower planning, motivation, performance appraisal and performance standards.

Candidate Requirements:
Participants should now hold, or be considered to hold, positions of managerial responsibility in one of the facets of postal operations.

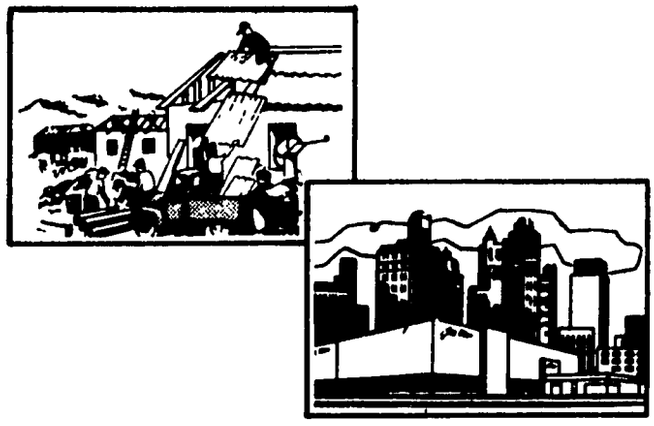
Language Requirements:
Proficiency in English is required.

Other Considerations:
Nomination deadline: 90 days before arrival.

.....

SOCIAL WELFARE, HOUSING AND URBAN DEVELOPMENT

-800-



SOCIAL AND REHABILITATION SERVICE
DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE

The Division of International Activities is the focal point of all Social and Rehabilitation Service international cooperation. Training services have been provided to hundreds of social workers, rehabilitation specialists, maternal and child health experts, members of social planning boards and commissions -- all of them concerned with promoting social development.

These visiting scholars and fellows include key government officials interested in an overall view on policy formulation, organization and management, technical staff from national ministries, local administrators, university professors and agency supervisors.

Programs described in this material are in such fields as: the social aspects of family planning, social welfare research, social welfare administration, youth development and social defense, community programs for children including day care, and rural community development.

These programs cover only a few of the training opportunities available through the Social and Rehabilitation Service. They should serve as a guide to Missions concerning the type and scope of possible programs.

Most of the programs described in this prospectus are short term and for groups. However, they are frequently arranged for individuals. In addition, longer academic programs are arranged in each of the subject areas.

The ten HEW regional offices, Regional Social Welfare Research Centers, State departments of welfare, public and voluntary community service agencies, and university graduate and undergraduate schools, especially in social work and public health, cooperate with the International Division training staff to make such programs possible.

The Social and Rehabilitation Service maintains follow-up contacts with participants on technical problems through correspondence using AID/W channels and through mailings of new social welfare publications in French and Spanish, as well as English.

Title & Code: TRAINING - COMMUNITY PROGRAMS FOR CHILDREN - 820-1

Social and Rehabilitation Service

Duration: 12 weeks - Spring or Fall

PIO/P Category and cost per month: Non-academic- $1,250/ month

Development Objectives:
The Seminar is designed to offer knowledge and skills in the planning and implementation of programs for children who are homeless or whose families are unable to care for them adequately. These programs include community based services, such as residential institutions, pre-school centers, day nurseries, child care facilities and other services. This training will provide opportunities for participants to understand basic concepts and to develop skills in meeting needs of children and families in the community, including the social aspects of programs in health, nutrition, education and recreation. The program will also demonstrate the need for Research and Training in the planning process.

Program Content would include:
Training will emphasize the leadership role in the process of community organization, self-help and volunteer participation. Lectures and discussions will encourage the members of the Seminar to examine the development of community programs with a primary prevention function, as well as those designed for the rehabilitation of individuals or groups whose ability to function in the community has been impaired by physical, psychological or social factors. Special attention will be given to community facilities for the care and treatment of children with special problems or those whose families are unable to provide for them adequately. Both traditional and new approaches to the development of services for children will be examined. The Seminar will focus on the dynamics of social change, giving consideration to issues in the extension, reorganization and redistribution of programs to meet community needs. The application and utilization of operational research, as an integral component of the planning process, will be stressed, as well as the need for training of personnel. The major problems in urban planning will be studied against the historical background, social factors, and changing patterns in current developments.

Training Plan:
One Week - Washington International Center

One Week - HEW Washington - Conferences with officials responsible for Federal programs; discussion of federal-state-local relationships.

Three Weeks - School of Social Work - A) orientation to over-all community services B) basic concepts of social change.

Two Weeks - Group observation of community based programs with emphasis upon self-help and social development in Puerto Rico.

Three Weeks - Individual observation in the field - selection of placements to be determined by participants' responsibilities and interest.

One Week - AID Communication Workshop

One Week - Washington, D.C. - Discussion of reports and pre-departure debriefing.

Candidate Requirements:
Persons in positions of leadership who have responsibility for the development and supervision of programs for parents and children. They may be government officials or personnel of voluntary agencies.

Individual programs can also be arranged in any of the specialty areas. Such programs include one to four semesters' studies in a graduate school or university, or a combination of observation and participation in short-term courses.

.....

Title & Code: SOCIAL ASPECTS OF FAMILY PLANNING AND POPULATION - 821-1

Social and Rehabilitation Service

Begins: March

Ends: May

PIO/P Category and cost per month: Non-academic- $1,250/ month

Development Objectives:
The Seminar is designed to prepare participants for more meaningful roles in the social aspects of family planning. The training will present ways and means of using social work knowledge and skills -- such as changing attitudes -- in implementing family planning programs. The study methods incorporate the social welfare component in national research on family planning policies, plans, and programs.

Program Content would include:
The program will include the social work contribution to population and national family planning programs on the macro level -- including policy aspects of housing, education, employment and other welfare services which have a favorable impact in reducing fertility trends and the need to have large families; and at the micro level -- counseling, changing community attitudes toward large families and other barriers to the acceptance of family-limiting services; family planning programs in regard to social work goals of the enhancement, strengthening and preservation of family life; utilization of social work values and knowledge of human behavior in implementing family planning programs; social welfare research in such areas as family size and patterns, studies on attitudinal change, the relationship of different types of family unions to fertility levels, husband-wife relationships and attitudes toward children, and the relationship of rising levels of living to increased use of family planning services; the social worker's role on the inter-disciplinary team; and training the professional, the middle-level worker, and the volunteer in family planning programs.

Training Plan:

Two Weeks (1st)	-	Washington, D.C. - Orientation to U.S.A. - exchange of information on home country programs, review of existing resources including research.
(2nd)	-	Discussions with family planning experts at the national level in Welfare, Health, and Voluntary organizations. Develop guidelines to staff training programs. Relationship of welfare to health and education programs in family planning.
Three Weeks	-	University-based program - This would combine classroom instruction with field visits at a University School of Social Work where participants work with disadvantaged populations -- Indian, Black, White, urban, rural, Spanish-speaking, Anglo, and use community organization methods in forwarding objectives.
Two Weeks	-	Observation-study programs at one or two Population Centers serving both rural and urban families.
One Week	-	Washington - Discussion of Reports, pre-departure debriefing.

Candidate Requirements:
Social Welfare Policy-makers, Administrators and Practitioners, social researchers and professors responsible for training all levels of social workers in family planning programs.

Individual programs can also be arranged in any of the specialty areas. Such programs include one to four semester studies in a graduate school or university, or a combination of observation and participation in short-term courses.

.....

Title & Code: ADVANCED TRAINING IN SOCIAL WELFARE RESEARCH - 821-2

Social and Rehabilitation Service

Duration: 10 weeks

Begins: September March

Ends: December June

PIO/P Category and cost per month: Non-academic- $1,250/ month

Development Objectives:
The purpose of the Seminars is to increase and strengthen the capacity to carry out and use program-oriented research in structuring and administering research programs and to relating research to planning, policy-making and programming.

Program Content would include:
Skills and techniques currently in use.
Current trends and strategies in social research.
Research design, instrument construction, data collection, data processing and data reduction, analysis, interpretation and utilization of findings.

Training Plan:
The program would combine formal research training and practice and would be held in localities such as New York and Washington, with observational opportunities in a State Capitol, a Regional Social Welfare Research Center and a Rehabilitation Research and Training Center.

One Week - in Washington, D.C. would combine formal training and practice. It would cover program planning and budgeting, the relationship between Government research and policy, the use of operational statistics, social indicators, cost benefit programs and intramural research.

Three Weeks - in a University School of Social Work or appropriate school, with 6 hours of formal training each day. This academic session would also provide participants an opportunity to know other research sections of the University and to become acquainted with the skills and techniques currently in use.

One Week - at Social Welfare Regional Research Institute.

Three Weeks - in a Field Placement such as a SRS Regional Office, State Capitol, University, or Community Welfare Program where the participant would have an opportunity for study and observation of a relevant research setting.

One Week - combined program with Research Utilization Laboratory and State Research Utilization Unit.

One Week - in Washington for summary evaluation including adaptation of program to home country needs and resources.

Candidate Requirements:
Staff with direct responsibility for research in ministries of social welfare responsible for social services, including social assistance, child and youth development, rehabilitation services, national planning, community development; personnel from universities, research centers and planning institutes.

Individual programs can also be arranged in any of the specialty areas. Such programs include one to four semester studies in a graduate school or university, or a combination of observation and participation in short-term courses.

.....

Title & Code: SOCIAL WELFARE ADMINISTRATION IN NATIONAL DEVELOPMENT - 821-3

Social and Rehabilitation Service

Duration: 8 weeks

Begins: October April

Ends: November May

PIO/P Category and cost per month: Non-academic- $1,250/ month

Development Objectives:
1. To acquaint members of the seminar with various approaches to social welfare administration which may be applicable to their country.

2. To strengthen knowledge and skills in selected areas of welfare administration.

Training Plan:
This will be a combination academic observational course conducted on a regional or multi-country basis. The coordinator will be the Social Administration Advisor on the staff of the Department of Health, Education, and Welfare, SRS/DHEW/ORDT/DIA.

One Week in Washington for administrative arrangements and orientation in U.S. history, government, social welfare, culture and education.

Two Weeks at a selected school of social work where participants undertake a special study program covering the following topics:

I. Planning and coordination of Social Welfare Services

A. Relationship of Social Welfare Administration to Central Planning Authority

B. Major Aspects of Social Planning

II. Organizing Field Services

A. Decentralization of Services as a desirable goal to bring services close to users

B. Requirements of good field services

C. Staffing field services

D. Staff training for field services

1. Pre-entry training of trainers

2. Staff development and in-service training

III. Financial Planning

IV. Accountability and Use of Reports

V. Administrative Planning with Total Community

Three Weeks of observations of social welfare agency programs illustrating seminar topics. These observations would be jointly arranged by DHEW and the University and coordinated by DHEW.

One Week for wrap-up of seminar, preparation of final report and arrangements for return home.

Candidate Requirements:

1. Employment in supervisory or administrative social welfare posts, or

2. Persons who have been selected by their government to assume the above type of post.

3. Language competence - minimum ALIGU scores on tests for non-academic study.

Individual programs can also be arranged in any of the specialty areas. Such programs include one to four semesters studies in a graduate school or university, or a combination of observation and participation in short-term courses.

.....

Title & Code: CURRENT TRENDS IN SOCIAL WORK EDUCATION - 821-4
(Advanced Training of Leadership Personnel Responsible for the Development of Social Work Manpower)

Social and Rehabilitation Service

Duration: 4 months

Begins: September or January in accordance with school calendar, so that one or two courses could be audited if necessary for program.

PIO/P Category and cost per month: Non-academic- $1,250/ month

Development Objectives:
The Seminar is designed to develop manpower to plan and to carry out the above-mentioned goals.

Program Content would include:
1. Methods of teaching social policy, practice methods, research and administration
2. Methods of curriculum planning
3. Admission policies and procedures
4. Development of field instruction
5. In-service training for non-professional staff
6. Training plans for different levels of manpower and career-ladder development.

Training Plan:
A combination of organized training sessions with experts in practice; study in an accredited graduate school of social work in a university; observation and conferences in agencies and communities demonstrating successful experience in projects in this field.

One Week - in Washington for orientation to social work in the United States -- public and voluntary.

Fourteen Weeks - School or schools of social work -- for discussion and observation of new methods of teaching; of field work supervision; of leadership in the professional community program, etc.

Observation in selected social welfare agencies in other communities such as: City Department of Welfare; a family and children's agency; a community center; a family court; a youth center; etc. Also -- projects related to the poverty program -- community action, "Head Start", "Upward Bound", "Job Corps", "Vista"; Community planning agencies under the Model Cities Program; Community Chests and Councils; Regional Research Centers. This would be coordinated with their schools of social work courses.

One Week - Washington - Seminar analysis of field experience; theory in relation to field experience; theory criteria. Use of audio visual aids; evaluation of program; application of learning to home situation.

Candidate Requirements:
Directors and faculty members of schools of social work, and agency supervisors responsible for staff development and manpower training programs.

Language Competence: minimum ALIGU scores on tests for academic study.

Individual programs can also be arranged in any of the specialty areas. Such programs include one to four semester studies in a graduate school or university, or a combination of observation and participation in short-term courses.

.....

Title & Code: REHABILITATION OF THE DISABLED -- DEVELOPMENT OF NATIONAL RESOURCES TO SERVE DISABLED - 821-5

Social and Rehabilitation Service

Duration: 6-8 weeks

Begins: October March

Ends: November April

PIO/P Category and cost per month: Non-academic- $1,250/ month

Development Objectives:
1. To acquaint members of the Seminar with approaches to the team process in rehabilitation and/or development of a national rehabilitation program.

2. To strengthen knowledge and skills in selected areas of rehabilitation.

Training Plan:
This will be a combination of lectures and discussions at the Department of Health, Education, and Welfare, at State rehabilitation agencies, and at rehabilitation centers or workshops in several parts of the country, depending upon the constitution of the group.

Rehabilitation of the Disabled:

One Week in Washington, D.C., for administrative arrangements and orientation in U.S. history, government, social welfare and education.

Three Weeks at selected rehabilitation facilities to consult with specialists, participate in lectures given by outstanding specialists in the field; observe operation and administration of centers or State programs.

One - Three Weeks - During which specialist concentrates on his area with counterpart specialist.

One Week - wrap-up of seminar, preparation of final report and arrangements for return to home country.

Individual programs can also be arranged in any of the rehabilitation specialty areas. Such programs include one to four semester studies in a graduate school or university, or a combination of observation and participation in short-term courses.

Candidate Requirements:

1. Employment as administrators of rehabilitation programs, supervisors, or coordinators in rehabilitation facilities.

2. Employment as specialists in occupational, physical or speech therapy; psychologists, rehabilitation counselors, or physicians in rehabilitation centers, or individuals responsible for services for the deaf, blind, mentally retarded or mentally ill.

3. Individuals who have been selected to assume above types of posts, but require further training.

4. Language competence - minimum ALIGU scores on tests for non-academic study.

.....

Title & Code: INTERNATIONAL DISASTER PREPAREDNESS SEMINAR - 821-6

Duration: 6 weeks

Begins: May 15 (approximately)

Ends: July 1

Locale: AID/W
Defense Civil Preparedness Agency-Battle Creek
Earthquake Center-California
Hurricane Center-Miami

PIO/P Category and cost per month: Non-academic- $1,250/ month

This program will be funded from disaster relief program funds, which will include all program cost, international and domestic travel, maintenance allowance (exceptional per diem of dollars. Thirty per day is authorized). Prior to departure, participant should receive advance maintenance allowance of dollars four hundred and fifty, PIO/P Documentation will be developed in AID/W.

Development Objectives:
Described briefly, the objective of the seminar is to bring together disaster relief administrators from several countries in order to enhance their capability to develop and improve national disaster plans and disaster preparedness, conduct disaster relief operations, initiate rehabilitation and reconstruction measures, and to establish a disaster relief system that will be ready if and when disaster strikes.

Training Plan:
Disaster planning preparedness, emergency relief operations, and simulation exercises will be given primary attention.

Disaster planning will emphasize drafting of laws, decrees, regulations, organizing and fixing of responsibility, and authority and funding.

Preparedness will include organizing of a disaster relief apparatus. Analysis of disaster case studies, mapping known disaster prone areas, recording resources availability, determining internal capabilities such as, communications, transport, equipment, supplies, and ways and means to use them when disaster strikes. (Each participant is asked to bring pertinent country data, including a formal plan if available, to the seminar).

Disaster operations will chart and review the sequence of events when disaster strikes. Participants will learn about assessment of human injury and physical damage, reporting to a disaster coordination center and keeping the public informed, taking immediate action to save lives, give first AID, and conduct search and rescue, the provision of shelter and treatment of the injured, registration and disposal of the dead, evacuation of those in danger, setting up

camps for the homeless; distribution of food; water, blankets, and clothing, and efforts that can be taken to reduce further physical and mental deterioration among disaster victims.

Visits will be made to U.S. Emergency Operations Centers, and simulation exercises will be conducted by the US Defense Civil Preparedness Agency to demonstrate disaster relief operations. The importance of initial and continuing assessment and evaluation will be shown. The crucial "timing" factor will be stressed during the course work and the simulation exercises, with major emphasis upon the responsibility of the country itself to meet its disaster obligations to its citizens.

Short-run rehabilitation will be considered as part of the sequence of events, moving from relief to rehabilitation, including ways of assisting both individuals and society to return to a viable level of existence.

Reconstruction will be considered from the standpoint of returning the society, economy, and government institutions to their pre-disaster state in the shortest period of time.

Interaction of the seminar participants: The technical and professional knowledge imparted by lecturers will be richly supplemented by an exchange of experience and problems among all who participate.

Participant projects: During the course of the seminar, participants will develop a series of proposals, which upon their return can be considered by their governments in the improvement and strengthening of disaster relief administration.

Candidate Requirements:
This training is limited to senior government officials who have significant responsibility for directing national disaster planning and relief. A working knowledge of English is essential except for Spanish speaking participants. (Most lecturers and discussions will be conducted in English, "Working knowledge" means clearly understands English.) AID/W will provide for simultaneous translation and interpreter services if two or more Spanish speaking countries so request.

A circular airgram announcing the seminar will be sent to selected countries in January of each year. This seminar is in heavy demand, class size is limited to 15 participants. Host country, U.N., and other world organizations are welcome to submit nominations under their own funding authority.

Title & Code: EXTENSION EDUCATION IN COMMUNITY DEVELOPMENT - 821-7

U.S. Department of Agriculture

Begins: May - June Duration: 8 - 10 weeks

Ends: August - September

PIO/P Category & Cost Per Month: Non-academic- $1,250/ month

Development Objectives:

1. Develop an understanding of the definitions of Community Development, "Community" and "Sense of Community", and the difference between Process and Content in Community Development.

2. Develop an understanding of the several philosophies of community development practitioners, i.e., the educator versus the planner.

3. Develop an understanding of the major approaches to community development.

4. Develop an understanding of the relationship between Extension and the State and Local governments and the local community in community development.

5. Develop an understanding of the role(s) of Extension in community development.

6. Develop an understanding of the difference between assisting local citizens to make and implement community decisions (facilitating) and making decisions for them (consulting or advising).

7. Develop an understanding of the vertical and horizontal decision making processes in the community and how to integrate them.

8. Develop an understanding of the organizational structures or systems universitites are using to deliver a full range of community services to the people of the states and the limitations of these organizational structures.

9. Develop a Sense of Community among participants.

10. Develop an understanding of the Communications Process as it applies to Community Development

11. Develop an understanding of group decision making processes, facilitation of community decision, making group dynamics, group development, and organizational and leadership process skills.

Training Plan:
Training will be conducted on a group basis. The group should become acquainted with local communities and participate with local people in struggling with local problems. Special attention, in seminar setting, should be given to application of the knowledge gained to home country needs and problems.

Two to Four Weeks - Land Grant University Campus

Reports from each participant and getting acquainted - discussion of participant's country needs & problems, and developing group skills needed by participants in relating to each other during the course. Workshops, seminars, lectures and discussions addressing the course objectives.

Four to Six Weeks - Field observation and experience

Place participants with practitioners at Area, County or State level whichever would be most in line with the needs of the participant.

Two to Three Weeks - Land Grant University Campus

a. Review and evaluation of progress toward course objectives.

b. Seminar relating theory and experience in the field.

c. Organizational structures that universities use to deliver community services to local communities.

d. Seminar on application to home country needs and problems.

Candidate Requirements: Applications should be from persons who are employed or are to be employed in community development work or who will be supervising others in community development work, with educational agencies or other agencies of government engaging in community development.

Other Considerations:

Nomination Deadline: February 1

Documentation to AID/W: February 15

English Language Requirements:

The ability to read, write, speak and understand English is required. A familiarity with terminologies employed in Sociology and Economics is desireable and would be helpful but is not required.

No academic transcript required for non-academic participants.

Up to 6 credit hours may be offered for this course as determined by and at the discretion of the university in which it is offered.

Note: This course may be offered for in-country training upon request.

.....

SOCIAL SECURITY ADMINISTRATION

DEPARTMENT OF HEALTH, EDUCATION AND WELFARE

The Social Security Administration, in cooperation with A.I.D., provides training for individuals and groups of officials, primarily from social security systems in developing countries, in all aspects of social security programs, organization, management and administration. However, training can and has been provided for public officials employed in other branches of Government in such areas as Financial Management, Personnel Administration, Electronic Data Processing, Research and Statistics, and Public Information. Training programs are designed and carried out in accordance with the interests and objectives of the participants.

Illustrative training programs are provided on the following pages.

Title & Code: AUTOMATIC DATA PROCESSING - 780-7

Social Security Administration

Duration: The duration is entirely dependent on the needs of the individual or group involved.

Locale: Social Security Administration, Baltimore, Maryland

PIO/P Category and cost per month: Non-academic- $1,250/ month

Development Objectives:
The processing of information is a key function of all social security programs. Regardless of the sophistication or degree of automation of the record-keeping system, the basic requirements of accuracy, speed, economy and efficiency always exist. To establish and maintain a system which will meet these goals requires individuals skilled in a number of areas. The objectives of the individual programs of study designed within SSA are to give the participants insight in these areas. The area of study and the depth to which an area is covered are controlled by the participant's background, interest and need.

Training Plan:
Training is accomplished through observation of and participation in the ADP activities of the organization and by personal discussion with operations, technical and management personnel at all levels. When necessary and when scheduling permits, participation in applicable formal classroom courses may be included in a program. The areas which can be covered include:

1. An examination of SSA's current record-keeping processes including the rationale and methods of establishing, maintaining and updating major files (covers all types from manual to automatic).

2. Analysis and discussion of the characteristics, capabilities and limitations of the various types of ADP equipment presently utilized by SSA. The considerations involved in configuring individual computer systems can also be covered.

3. The organization and management of the programming effort including coverage of programming and documentation standards, project reporting and management, the software programming area, personnel aspects, etc.

4. The organization, management and operation of a large computer installation. The specific operational problems related to each of the systems employed can be covered, as well as the overall problems of communications and coordination involved in integrating a large number of varying sized systems into a large, smoothly running complex. The operation of a large tape library can also be covered.

5. Systems appraisal and evaluation techniques. Evaluating a system to insure that the ADP processes are meeting the needs of the organization.

6. The selection and training of computer programmers and operating personnel.

Candidate Requirements:
This training is designed for persons responsible for the programming, systems analysis, operation and management of a large scale ADP system (e.g., IBM System Model 30 or larger) utilizing Assembler Language Coding and/or COBOL.

Other Considerations:
Nomination Deadline: 2 months advance notice.

Documentation to AID/W: 2 months.

English Language Requirements: Ability to speak and read English is required.

No academic transcript needed.

.....

Title & Code: SEMINAR ON SOCIAL SECURITY POLICY - 820-2

Social Security Administration

Begins: As announced Duration: 6 weeks

PIO/P Category and cost per month: Non-academic- $1,250/ month

Development Objectives:
To identify principles and issues of social security policy related to economic and social development and to establish guidelines for the integration of social security policies within the development process.

Training Plan:
The Seminar will be conducted by the Social Security Administration in collaboration with a university. It is expected that the training objectives will be reached through an exchange of views and experiences among governmental and private experts from countries in varying stages of economic, technical and social development. The Seminar will be divided into four major segments, each under the direction of a world renowned expert in the social security and economic development fields.

1. Industrialization and Social Security Policy

The role social security should play in meeting the impact of industrialization on the traditional patterns of income security for workers and their families.

2. Effect of Social Security Programs on Wages, Employment and Productivity

An analysis of the influence of social security programs on the economic structure of the nation. Factors to be considered in formulating social security policy.

3. Financing and Costs of Social Security

Social insurance system funding.

4. Administration and Social and Economic Policy

Establishment and maintenance of an effective administrative organization.

Following the university phase, seminar participants will visit United States Government social security installations to observe the administration of social security. Social security technicians will be available for individual consultation and assistance.

Candidate Requirements:
Participants should be senior government officials from developing countries who are responsible for formulating social security and economic development policies.

Other Considerations:
Placement: No academic placement involved.

Nomination Deadline: 3 months prior to start of the Seminar.

Documentation to AID/W: As soon as possible.

English Language Requirements: The Seminar will be conducted in English. However, if a sufficient number of French, Spanish and/or Portuguese language speaking candidates are nominated, simultaneous interpretation will be provided.

No academic transcript needed.

.....

Title & Code: SEMINAR ON ADMINISTRATION OF SOCIAL SECURITY - 820-3

Social Security Administration

Begins: Mid-May Duration: 9 weeks

Ends: Mid-July

PIO/P Category and cost per month: Non-academic- $1,250/ month

Development Objectives:
To impress each of the participants with the urgent need for a realistic and rational approach to the effective administration of his particular social security system; to familiarize each of the participants with the organizational, managerial, and procedural problems which exist in the social security systems of th developing and developed countries; and to equip them, as necessary, with the principles and techniques which might resolve these problems.

Training Plan:
The Social Security Seminar will consist of:

(a) General Orientation to the United States (i.e., social, political, economic and cultural);
(b) Four weeks of seminar sessions in Washington, D.C., and Baltimore, Md., and
(c) A four week field trip to field installations of the Social Security Administration and U.S. Dept. of Labor, (e.g., workmen's compensation, vocational rehabilitation, social welfare, etc.)

The participants will also attend another AID-sponsored Seminar on the Communication of Skills and Ideas which will be conducted by Michigan State University.

The Social Security Seminar sessions will be arranged in four interrelated segments under the leadership of U.S. Social Security Administration officials having a comprehensive knowledge of the social security systems in many developed and developing countries, each segment dealing with a key administrative area.

1. Establishing and Maintaining Worker's Social Security Accounts - An Introduction.

   (a) Purpose and function
   (b) Accounting methods
   (c) Use of mechanical and automated data processing equipment. Types of equipment; comparative capabilities and limitations.

2. Claims Processing and Benefit Administration

   (a) Objectives and goals
   (b) Processing methods
   (c) Adjudication and review of claims
   (d) Operating guidelines and instructions
   (e) Workload reports and use of statistics for program planning and administration.

3. Public Information Principles and Practices

   (a) Planning, organizing, and administering a public information program geared to the needs of a population containing literate, semi-literate and illiterate elements.

4. Personnel Management and Employee Development

   (a) Selection, placement, utilization, performance evaluation, training, and promotional opportunities.

Candidate Requirements:
Participants should be from the middle or upper levels of social security systems in developing countries. They should be responsible for the major administrative functions in these systems.

Other Considerations:
No academic placement.

Nomination Deadline: 2 months advance notice desirable.

Documentation to AID/W: ASAP.

English Language Requirements: The Seminar will be conducted in English with, as required, competent simultaneous interpretation in French,

Spanish and/or Portuguese.

No academic transcript needed.

.....

Title & Code: INDIVIDUAL PARTICIPANT TRAINING PROGRAM FOR SOCIAL SECURITY ADMINISTRATORS AND TECHNICIANS - 820-4

Social Security Administration

Duration:
Training period might range from 3-6 months, depending upon need.

PIO/P Category and cost per month: Non-academic- $1,250/ month

Development Objectives:
To provide participants with skills useful in administering a social security system. In general each program will give the participant a detailed view of the basic factors in a social security system. However, programs are tailored, in time and content, to fit the specific needs of individuals and groups and their countries.

The participants will study the organization, principles, and techniques needed to economically administer an effective social security system.

Training Plan:
Through observation, consultation, and actual work assignments the participants will receive training in the following areas:

1. Relationships between the administrative and functional components of a social security system.

2. Establishment and maintenance of workers' earnings records.

3. Policy formulations based on program evaluation and planning.

4. Research and statistics.

5. Personnel management.

6. Employee development program.

7. Public information program.

8. Administrative appeals.

9. Fiscal management and budget development and control.

Through on-site visits to social security districts and regional offices the participants will observe and study the roles played and methods used by these offices in administering programs at their respective levels. Through an on-site visit to a payment center the participants will observe and study among other functions, how the center reviews social security claims, controls benefit payments, and maintains social security beneficiary rolls.

The participants also will visit unemployment insurance agencies, welfare agencies, workmen's compensation offices, Railroad Retirement Board, and related public and private agencies to obtain an understanding of how the mission of these organizations are related to social security.

The training plan will be adjusted in accordance with the participants' needs and the available time.

Candidate Requirements:
Participants should ordinarily hold an administrative or technical position in a social security system. However, non-social security system employed personnel may also participate so as to acquire or upgrade skills in some particular training area.

Other Considerations:
No academic placements.

Nomination Deadline: 3 months.

Documentation to AID/W: As soon as possible.

English Language Requirements: Ability to speak, read, and write English at the M.O. established levels is required. For groups of non-English speaking participants, interpreter services will be required.

No academic transcript needed.

.....

FEDERAL HOME LOAN BANK BOARD

The Federal Home Loan Bank Board is a regulatory agency designed and created to (1) charter, examine and supervise the operations of affiliated savings and loan associations; (2) provide these associations with reserve banking facilities; and (3) insure aginst loss the individual savings accounts on deposit with member associations. The savings and loan industry, under the Board's regulation, has become the nation's principal source of credit for home financing. With assets of more than $200 billion, associations hold an estimated 45 percent of all outstanding residential home mortgages in the United States. And owing to their unique ability to mobilize domestic savings for home financing, savings and loan systems are now being developed in many of the less industrialized countries. To foster and enhance this encouraging movement, the Federal Home Loan Bank Board offers broad and comprehensive training opportunities.

The Board's Office of Economic Research has primary responsibility for arranging and conducting all international training activities through the Washington, D.C. office at 101 Indiana Avenue, N.W. (20552). Though given in the initial phase to a general introduction of Board functions and organization, training programs are tailored to meet the specific requirements of the incoming trainee. Access to the expert personnel and facilities of the Board, the 12 regional Federal Home Loan Banks, the Federal Savings and Loan Insurance Corporation. State supervisory agencies, and individual associations insures a broad range and flexibility in programming.

Though programs usually are of short duration, projects of a month or more can be arranged.

Title & Code: SAVING & LOAN ASSOCIATION MANAGEMENT AND SUPERVISION - 830-1

Federal Home Loan Bank Board

Duration: Up to one week

PIO/P Category and cost per month: Non-academic- $1,250/ month

Development Objectives:
To equip the participant with an understanding of the regulation, supervision, and operational aspects of savings and loan associations.

Training Plan:
The training plan is tailored to meet the specific requirements of the incoming participant. The FHLBB office in Washington, D. C., offers interviews with the various offices of the Board, so that the participant has direct access to the expert personnel and facilities available. The Board also sets up interviews with one or more of the 12 regional Home Loan Banks, with the Federal Savings and Loan Insurance Corporation, with the operation of the Federal Home Mortgage Corporation, with the State supervisory agencies, and with the individual savings and loan associations. The Board is prepared to include training in the following areas:

A. The internal organization of a savings and loan supervisory agency.

B. The drafting of enabling legislation and regulatory codes.

C. Funding operations in the open market.

D. Insurance organization, settlement procedures, insurance underwriting, and operations concerning failing member institutions.

E. Secondary mortgage market operations.

F. International mortgage lending operations.

Candidate Requirements:
Enrollment is limited to those individual participants who, in their own countries, occupy positions of responsibility regarding the regulation, supervision, and operations of savings and loan associations or their functional equivalents. There are no formal requirements other than a good command of the English language. Most participants should possess a college degree.

Other Considerations:
No academic transcript needed.

.....

GENERAL AND MISCELLANEOUS

-900-

PRIVATE ENTERPRISE

The Office of International Training is prepared to develop programs for training in the private sector, as Missions may desire. Requests for training in industry, business and commerce may be referred to any one of a number of governmental agencies for program planning, or the training programs may be developed within IT. Many organizations which cooperate in providing time and staff for a specified period of time offer their services and training at no cost to AID. This is especially true of private industry and commercial organizations.

It has been recognized since the U.S. Technical Assistance Program was launched that private enterprise is an important factor in assisting nations to maintain their independence and become self-supporting. Other basic industrial development considerations include the capital formation, the establishment of sound modern credit and financial institutions, skilled labor forces, managerial skills and the creation of the necessary motivation and incentives.

In pursuit of these objectives, it has been generally recognized that the development of agriculture and the availability of appropriate levels of manpower skills have been prerequisites to effective industrialization at every level. However, the enormously diverse areas of industrial activity have made it difficult to classify and categorize training programs in established formats for repeated offerings. Instead, special programs have been designed for individuals and groups to meet specific needs in every conceivable field of industrial activity from Feasibility Studies to Operational Management. Considerable emphasis has been placed on agro-related industries, transportation, housing, and the preparation and storage of food grains and fibers.

In the study of the Formation and Flow of Capital, the multi-country approach has prevailed in the past but country teams are acceptable. A typical program consists of an opportunity to study and observe the sources of capital, how savings are accumulated, how they are translated into investment capital and then channeled into the production of goods and services which the people want and need. A study of this nature would include visits to savings banks, insurance companies, stock exchanges, investment trusts and the like. The program often includes seminars at a selected university to explore the basic principles of capital formation and the flow of investment, and basic principles that are applicable, regardless of the country and the level of development. The participants are shown the manner in which we attack the problems of our own under-developed areas - establishing small industries which are agriculturally based and keyed to local needs. Related studies might include: Credit and Financial Management, Development Loan Financing, Organization of Investment Trusts, Small Business Development, Insurance and Investment, and Tourism.

Top management Studies: These studies are planned and organized to attract the participation of industrialists of the highest possible level and

often include government officials and educators of comparable stature.

The study stresses the close liaison and cooperation among industry, government and educational institutions, with stress upon the economic philosophy that can be found here, the modern management concepts and those aspects of human relations that tend to account for the high productivity that is typical of industry and commerce in the United States.

The group is brought into contact with industry, commercial and research organizations, trade associations and selected schools of business administration. Related studies might include: Executive Development, Business Administration, Human Relations, Inventory Control and Management, Operation Research Standardization, Simplification and Specialization, and Long Range Planning.

Commercial Bank Studies: As a result of studies in this area, many bankers have returned home with new ideas, enlarged horizons and enlightened concepts of the opportunities offered by industrial development and social progress. The diversified contacts with the banking community in the United States have made them aware of the contributions which can accrue as a result of modern concepts and free exchange of credit information, the making of loans without collateral and insured deposits. Meetings and visits to United States Banks, government agencies and international banking institutions round out the study. Related studies might include: Industrial Bank and Finance, Small Business Financing, Business Forecasting and Installment Credit.

Basic Facilities: Group or individual studies about a variety of basic facilities are essential to the industrial development of the less developed countries of the world. These might well include the following general areas:

(1) Transportation; (2) Communication; (3) Mining and Minerals, and (4) Housing.

The above programs are typical of technical studies directly relating to industrial development and they have a role in attaining the goals and objectives of the developing countries of the world.

NATIONAL BUREAU OF STANDARDS
DEPARTMENT OF COMMERCE

The National Bureau of Standards (NBS), a 69-year-old agency of the U.S. Department of Commerce, is the nation's central measurement laboratory, fostering systems of standardization and measurement on an international as well as a national basis. For these purposes NBS covers the entire spectrum of the physical sciences, engineering, and mathematics.

The Bureau plays a leading role in the development of standards and techniques for consistent and meaningful measurements, and in the determination of major physical constants. It formulates criteria for the quantitative evaluation of products and services, develops standards and techniques for measuring the properties and performance of manufactures and of systems, and devises methods for cost/benefit evaluation of large, complex systems in such areas as government operations and urban transportation. Special leadership is found within NBS for properties of matter and materials, and for finding relationships between the properties of materials and their composition, texture, and structure. NBS cooperates with advanced laboratory systems in other countries and has sent many experts for mutual consultation to various related institutions in other parts of the world. Hundreds of officials and participants from overseas visit NBS each year for periods ranging from days to months or years. NBS staff members participate in scores of international conferences, some of which are held at NBS facilities. Such international cooperative contacts contribute significantly to the transfer of technology and knowhow. By the same token, greater compatibility of scientific and technological systems, meaningful calibration of instrumentation, harmonization of standards, and the integrity of the measurement system for international trade are promoted throughout the world.

The NBS scientific and technological activities are divided into about 2000 projects. Visiting specialists benefit most when studying in detail and working with NBS staff on one or two projects while setting aside a few days to obtain a general overview of NBS activities.

The general attitude at NBS can be acquired through almost any of these NBS projects. This attitude itself is of the greatest potential benefit to the participants; it must be directly experienced; it arises from the goal of measurement of the highest attainable accuracy and is featured by:

1) care and attention to detail be it in analysis of prior history or of alternative methodologies, or in assembly and use of needed equipment;
2) scrupulous error analysis;
3) elimination of subjective judgments;

4) integrity of presentation of results; and

5) analysis of relationship to practical problems.

The assignments of participants to NBS, even when their primary aim is training, are programmed individually, but always include on-the-job training on one of the NBS projects.

The general areas of activities are best described in the current issues of NBS Technical Highlights. A summary is inherent in the organizational names of NBS institutes, centers, and technical divisions:

- Institute for Basic Standards - 990-1
  - Applied Mathematics Division
  - Electricity Division
  - Mechanics Division
  - Heat Division
  - Optical Physics Division
  - Quantum Electronics Division
  - Radio Standards Engineering Division
  - Time and Frequency Division
  - Laboratory Astrophysics Division
  - Cryogenics Division
- Institute for Materials Research - 990-2
  - Office of Standard Reference Materials
  - Analytical Chemistry Division
  - Polymers Division
  - Metallurgy Division
  - Inorganic Materials Division
  - Physical Chemistry Division
- Office of Engineering Standards Services
- Office of Weights and Measures

Institute for Applied Technology - 990-3
- Office of Invention and Innovation
- Office of Vehicle Systems Research
- Product Evaluation Division
- Building Research Division
- Electronic Technology Division
- Technical Analysis Division
- Measurement Engineering Division

Center for Radiation Research - 990-4
- Reactor Radiation Division
- Linac Radiation Division
- Nuclear Radiation Division
- Applied Radiation Division

Center for Computer Sciences and Technology - 990-5
- Office of Information Processing Standards
- Office of Computer Information
- Computer Services Division
- Systems Development Division
- Information Processing Technology Division

"Some training opportunities at NBS might be of interest to a group of experts from several countries. A striking example arises in computer "software" in which areas many countries are rightly and urgently in need of keeping up with progress. Such a course might consist of a survey of recent developments in computer technology including about a week's training on each of the following eight topics:

Computer graphics

Advances in programming languages (particularly subject - or problem - oriented languages)

Data management systems

Very large operating systems which handle many remote terminals

General

Time sharing: advantages and shortcomings

Interactive programming

Data banks

Complex file organizations

The week's schedule would include:

1) one half day's lecture introduction,

2) one half day's demonstration,

3) three days' on-the-job training on a related NBS task,

4) one day's lecture and discussion on implications and applications.

Participants would then disperse into a suitable activity at the NBS Center for Computer Sciences and Technology relevant to their individual interest for a stay of no less than five months' on-the-job training with weekly discussion seminars to inform fellow participants of their respective progress."

Office of the Associate Director for Information Programs - 990-6
- Office of Standard Reference Data
- Clearinghouse for Federal Scientific and Technical Information
- Office of Technical Information and Publications

To find their assignments at NBS rewarding, participants should:

1) have a good knowledge of English (reading and speaking);

2) have received a broad scientific or technical education;

3) intend to work in their home country in a scientific or technical leadership role related to their NBS experience; and

4) be prepared to sign a simple agreement under which they, while at NBS, will agree to abide by general rules and regulations applicable to NBS staff.

NATIONAL PARK SERVICE

U.S. Department of the Interior

Specialized Training Program

Training programs of varying lengths can be especially planned on an individual or group basis for persons involved in national park planning, management, and operation. Typical subjects which can be arranged include park planning; park ranger operations (resource protection, visitor protection, law enforcement, search and rescue); interpretation (public education); environmental protection and control; wildlife habitat management; historic preservation; personnel management and training; design and construction of park facilities and utilities; park maintenance; environmental education; urban park programs; and tourism activities.

Training consists of combinations of periods of observation and of on-the-job participation in selected National Park System areas, together with attendance in formal courses at National Park Service training centers. In addition to national park experience, the training can include work in state, country and city park systems or in other aspects of outdoor recreation and environmental management. When desirable the training can also include degree work in appropriate fields at a college or university.

Costs vary with length and type of training and with amount of travel in the United States. All training is in English, so participants must have a working knowledge of the language.

Title & Code: ADMINISTRATION OF NATIONAL PARKS AND EQUIVALENT RESERVES, INTERNATIONAL SEMINAR - 940-1

National Park Service

Duration: The Seminar begins in mid-August annually and lasts for four and one-half weeks.

PIO/P Category and cost per month: Non-academic- $1,250/ month

Development Objectives:
The Seminar objectives are to provide the opportunity for participants to study conservation programs as conducted in the United States and Canada and to allow an interchange of views and information on natural resource protection and management. The Seminar is designed to benefit nations that already have sophisticated park and wildlife programs as well as newly developing nations that have less experience in these fields.

Training Plan:
The Seminar is offered by the National Park Service, the School of Natural Resources of the University of Michigan, and Parks Canada in cooperation with other Federal and State agencies, universities, and international organizations.

Lectures and discussions cover such subjects as: the importance of national parks, historical monuments, and wildlife preserves to national objectives in education, cultural heritage, tourism development, and environmental quality; planning nation-wide park and reserve systems; formulation of laws; resource inventories; park planning; design and construction of facilities; sources of private funds; and the development of parks and related programs throughout the world.

The course is managed as a traveling seminar. Field trips include inspection of national parks, monuments, and recreation areas; national wildlife refuges; national forests; reclamation projects; state and provincial parks; Indian tribal parks; visitors services and visitor use of parks; museums; self-guided trails; publications; etc.

Candidate Requirements:
The Seminar is limited to forty participants and application by January of each year is advisable. All lectures and discussions are conducted in English.

This Seminar is designed for high-level conservation leaders, especially directors of national park systems and other natural resource administrations, tourism officials, and citizen conservationists. It is open to men and women.

.....

Title & Code: PARK PLANNING, ILLUSTRATIVE SIX-MONTH TRAINING PROGRAM - 940-2

National Park Service

PIO/P Category and cost per month: Non-academic- $1,250/ month

Duration: 25 weeks

Training Plan:

2 Weeks	Orientation to United States and to the National Park Service, Washington, D. C.	
3 Weeks	Orientation visits to selected natural, historical, and recreational areas	
1 Week	"Orientation to Park Planning" course, Horace M. Albright Training Center, Grand Canyon National Park	
4 Weeks	On the job training in regional office operations at selected Regional Office	
4 Weeks	On the job training in park operations at selected national park	
5 Weeks	On the job training in Master Planning	In National Park Service Denver Service Center
3 Weeks	On the job training in New Area Studies	
2 Weeks	On the job training in Wilderness Studies	
1 Week	Debriefing, exit interviews, Washington, D.C.	
25 Weeks		

.....

Title & Code: PARK OPERATIONS AND MANAGEMENT, ILLUSTRATIVE ONE-YEAR TRAINING PROGRAM - 940-3

National Park Service

PIO/P Category and cost per month: Non-academic- $1,250/ month

Training Plan:	Duration: 52 weeks
3 Weeks	Orientation to U.S. and to National Park Service, Washington, D.C.
3 Weeks	Observation visits to selected natural, historical, and recreational areas
12 Weeks	"Introduction to Park Operations" course, Horace M. Albright Training Center, Grand Canyon National Park
3 Weeks	On the job training in regional office operations at selected Regional Office
3 Weeks	Observation visits to selected natural, archeological and historical sites
3 Weeks	On the job training in Park Planning at Denver Service Center
5 Weeks	"International Seminar on Administration of National Parks and Equivalent Reserves"
8 Weeks	On the job training in national or historical park operations and management at a selected national park
3 Weeks	Observation visits to areas of special interest such as historical and archeological sites, marine parks, caves, recreation areas, wildlife refuges, national forests, state park systems, etc.
1 Week	"Interpretive Operations" course at Stephen T. Mather Training Center, Harpers Ferry, West Virginia
2 Weeks	On the job training at National Park Service Interpretive Planning and Research Center, Harpers Ferry, West Virginia
3 Weeks	Observation visits to urban parks in selected cities
1 Week	Michigan State University Communications Workshop
2 Weeks	Report writing, debriefing, and exit interviews, Washington, D.C.
52 Weeks	.....

SUPPLEMENTAL SHORT COURSES

SUPPLEMENTAL SHORT COURSES

The courses described in the following pages vary in length from two days to fifteen weeks. Most of them are non-credit although the possibility of credit exists in some of them.

University Development Short Courses may be scheduled for participants in all types of training. For participants in academic training one or more courses might be scheduled for a two-week seminar on topics appropriate to the training request.

The programs presented represent only a small portion of short courses available in the United States. New courses will be made available to program officers and Missions on a continuing basis.

Title: EXECUTIVE DEVELOPMENT PROGRAM

Duration: 6 weeks

Locale: Graduate School of Business Public Administration Cornell University Ithaca, New York

Begins: June

Ends: July

PIO/P Category and cost per month: Non-academic- $1,250/ month

Development Objectives:
To learn how to use financial and economic standards in making and evaluating company policies.

To learn more about environmental factors which affect a firm's development.

An opportunity for continued development through analysis, exchange of ideas, study, reading, observation, team building, and preparing an action plan for improved performance.

Training Plan:
Seminars, group discussions and lectures.

Candidate Requirements:
Management Executives who wish to continue their education for professional advancement.

Administrators who hold management positions, middle to top management.

Other Considerations:
Nomination Deadline: Advance registration preferably by March 15th.

English Language Requirements: Proficient in English.

No academic transcript needed.

.....

Title: EXECUTIVE DEVELOPMENT PROGRAM

Duration: 4 weeks (offered annually)

Locale: Graduate School of Business Administration University of Michigan Ann Arbor

Begins: May

Ends: June

PIO/P Category and cost per month: Non-academic- $1,250/ month

Development Objectives:
The objective of the program is to aid the participant through:
(1) Enlarging his understanding of the important economic and governmental forces which affect the environment in which the modern corporation operates.
(2) Stimulating his continued interest in the study of the American economy and of business administration.
(3) Improving his ability to analyze and solve problems from the viewpoint of his company as a whole.
(4) Increasing his knowledge and appreciation of business functions and operations in fields other than his own.

Training Plan:
Three class meetings will be held each day (Monday through Friday) and two on Saturday. Class sessions will be organized to encourage individual participation.

Two nights a week will be devoted to preparation and study in small groups. In addition there will be several special discussion and lecture sessions. Text assignments, case preparations, and reference readings will occupy additional hours of the work week.

Candidate Requirements:
Program designed for men of recognized competence who now hold important management positions. Each participant should have had a considerable amount of experience and executive responsibility in his own field so he can contribute to the group discussions and can appreciate the significance of the ideas presented by other participants. Course of benefit to men whose training has been of technical nature.

Other Considerations:
English Language Requirements: Proficient in English.

No Academic transcript needed.

.....

Title: EXECUTIVE DEVELOPMENT PROGRAM

Duration: 2 weeks
Begins: Mid-April
Ends: May

Locale: College of Business Admin:
University of South Carolina
Columbia; S. C.

PIO/P Category and cost per month: Non-academic- $1,250/ month

Development Objectives:
To provide the participating executives with a broad comprehension of managerial problems and techniques so that they may better perform in their present position.

Training Plan:
Seminars, case studies, group discussions and lectures.

Candidate Requirements:
Over 35 years of age with experience in some form of management.

Other Considerations:
English Language Requirements: Proficient in English

No academic transcript needed.

****

Title: THE EXECUTIVE PROGRAM

Duration: 4 weeks

Begins: October

Ends: November

Locale: Graduate School of Business
Lipman Room
Barrows Hall
University of California
Berkeley, California

Beginning in 1975 in addition to the above dates, the course will be offered in the spring.

Begins: April

Ends: May

PIO/P Category and cost per month: Non-academic- $1,250/ month

Development Objectives:
(1) To analyze the fundamentals underlying the environmental forces of change influencing business and government decision. (2) To recognize the present and likely future trends and problems created by change. (3) To evaluate possible actions by business and government in managing the forces of change.

Training Plan:
Related seminars and lectures directed to an examination of the broad environment in which business operates.

Candidate Requirements:
Approximately 40 years of age.

Upper level management.

Other Considerations:
Nomination Deadline: 3 weeks before beginning of program.

No degree required.

English Language Requirements: Proficient in English.

.....

Title: EXECUTIVE PROGRAM IN BUSINESS ADMINISTRATION

Duration: 6 weeks (Two times a year)

Locale: Graduate School of Business
Columbia University
New York

Begins: (1) June
(2) July

Ends: (1) August
(2) September

PIO/P Category and cost per month: Non-academic- $1,250/ month

Development Objectives:
The primary objective of the program is to accelerate the acquisition of the knowledge, skills, and perception required of senior level general managers.

A major responsibility of the general manager is to achieve for his organization that distinctiveness it must acquire and maintain to assure its continued survival and success. Crucial to the realization of this distinctiveness is the strategy which the organization adopts. The program therefore focuses on the process of formulating and implementing a successful strategy.

To increase participant's decision making and policy planning capabilities.

Help participant acquire new approaches and attitudes to cope with administrative problems in both technical and human aspects.

Training Plan:
Program methods are designed to foster the greatest possible interchange between the participants and the faculty and with each other.

Special meetings and group projects.

Extensive reading assignments. Participants are supplied with both pertinent readings and with entire texts.

Candidate Requirements:
Senior executive who is about to assume top management responsibility in his organization.

General Age Range: 37-55

Other Considerations:
Nomination Deadline: (1) April
(2) June

English Language Requirements: Proficient in English

No academic transcript needed.

.....

Title: EXECUTIVE PROGRAM FOR INTERNATIONAL MANAGERS

Duration: 4 weeks

Begins: October

Ends: October

Locale: Graduate School of Business
Columbia University, New York

PIO/P Category and cost per month: Non-academic- $1,250/ month

Development Objectives:
Designed for managers whose responsibilities lie outside of the United States. Objective is to accelerate the process through which promising young executives enhance the skills and acquire the capabilities required for successful operation across international boundaries.

Training Plan:
(1) The Manager and the International Environment
(2) General Management, Concepts and Principles
(3) Executives from multinational institutions present examples of their organizations' approach to specific strategic problems.

(4) The participants are provided the opportunity to exchange among themselves their knowledge and experience in the light of the material presented by the faculty.

Candidate Requirements:
At least five years of management experience.

Age of applicant should be from 32 - 45 years.

Other Considerations:
Nomination Deadline: July

English Language Requirements: Fluent English Required.

No academic transcript needed.

.....

Title: EXECUTIVE SEMINAR "The Role of the Manager in Managing Change"

Duration: 3 days (held annually)

Begins: April

Locale: Division of Management Programs
Graduate School of Business Administration
University of Virginia
Charlottesville, Virginia 22903

PIO/P Category and cost per month: Non-academic- $1,250/ month

Development Objectives:
To define and explain the process of change, provide some examples of widely used organizational change programs, and present ideas that will be useful for coping with the process of change.

Training Plan:
Discussions of relevant models, theoretical notions and practical applications.

Candidate Requirements:
Managers who are involved in or responsible for organizational change

Other Considerations:
Nomination Deadline: Advance registration

English Language Requirements: Proficient in English

No academic transcript needed.

.....

Title: PUBLIC UTILITY EXECUTIVE PROGRAM

Duration: 4 weeks (offered annually)

Locale: Graduate School of Business Administration
University of Michigan
Ann Arbor

Begins: (1) May
(2) June

Ends: (1) June
(2) July

PIO/P Category and cost per month: Non-academic- $1,250/ month

Development Objectives:
To assist the participants in expanding their views of the broad problems of management of a public utility and to sharpen their awareness of the responsibility of business leaders for promoting a progressive economy.

Training Plan:
Study periods and discussion groups with educators and guest lecturers.

Case studies, text assignments as well as reference readings.

Candidate Requirements:
Administrative experience and top managerial potential as well as men and women who are in a position of high administrative responsibility.

Mature, experienced public utility executives.

Other Considerations:
Nomination Deadline: March 1st for the first session
April 1st for the second session

English Language Requirements: Proficient in English.

.....

Title: EXECUTIVE TECHNICAL DEVELOPMENT

Duration: 4 weeks (offered annually)

Locale: Polytechnic Institute of Brooklyn
Office of Special Programs
333 Lay Street
Brooklyn, New York 11201

Begins: October

PIO/P Category and cost per month: Non-academic- $1,250/ month

Development Objectives:
Intensive training program for senior executives in corporations and government agencies whose service require development in science and engineering.

Provide participant with insights which may lead him to more efficient techniques and the use of resources.

Study of a number of technological issues in an economic and social context in relation to government and corporate policy.

Training Plan:
Lectures and discussions. Discourse on topics in contemporary science and engineering. Curriculum begins with a comprehensive overview of modern mathematics and physics designed to convey a unified view of these subjects.

Candidate Requirements:
Engineering background.

English Language Requirements: Proficient in English.

.....

Title: EXECUTIVE DEVELOPMENT PROGRAM

Duration: 4 weeks (offered annually)

Begins: June

Ends: June

Locale: Executive Development Center
University of Illinois
Urbana Champaign, Illinois

Return following year for 1 week refresher course.

PIO/P Category and cost per month: Non-academic- $1,250/ month

Development Objectives:
To increase executive's effectiveness to forsee, identify, analyze and solve business problems through use of current decision-making techniques and through communication and behavioral concepts.

To become aware of and more sensitive to ever-increasing internal and external corporate responsibilities and to the environmental factors which affect his organization.

To alert, awaken, and renew the executive's mental vitality and keep him growing in effectiveness in the years ahead, and to teach him how to encourage growth among his subordinates when he returns to his business.

Training Plan:
Lectures. Case Method Study Groups.

Candidate Requirements:
Participants who have successful experience in administration, professional competence and who have demonstrated promise in management.

Other Considerations:
Nomination Deadline: Application for admission by May 1.

English Language Requirements: Proficient in English

No academic transcript needed.

.....

Title: ADMINISTRATIVE MANAGEMENT INSTITUTE

Duration: 15 weeks

Begins: March

Ends: June

Locale: Graduate School of Public and International Affairs
University of Pittsburgh
Pittsburgh, Pennsylvania

PIO/P Category and cost per month: Non-academic- $1,250/ month

Development Objectives:
Familiarize participants with recent developments in administration.

Provide an understanding of the processes of inter-personal interaction within an organization.

Provide a deeper understanding and appreciation of decision making and planning tools and techniques.

Increase participant's awareness of formal procedures used in evaluating and regulating organizations.

Training Plan:
Lectures and discussions. Individual group projects. Case studies. Field trips.

Other Considerations:
Applications submitted as early as possible.

Deadline by January.

English Language Requirements: English Proficiency.

.....

Title: MANAGING CORPORATE RESOURCES

Duration: 2 weeks

Locale: Graduate School of Business
University of Virginia
Charlottesville, Virginia

Begins: May 5-16
October 21-31

PIO/P Category and cost per month: Non-academic- $1,250/ month

Development Objectives:
The course is a case-oriented problem-solving management development program which exposes operating level executives to issues in the areas of organizational behavior and managerial action, operations management and control, and financial planning and accounting.

Training Plan:
Class discussions and solving complex problems in group of small teams.

Candidate Requirements:
Managers from the corporate operating level who supervise the work of others, and who must coordinate their activities with activities of other departments and functions.

Other Considerations:
Nomination Deadline: Advance registration

English Language Requirement: English Proficiency

No academic transcript needed.

.....

Title: THE EXECUTIVE PROGRAM

Duration: 6 weeks

Locale: Graduate School of Business
University of Virginia
Charlottesville, Virginia

Begins: June

Ends: July

PIO/P Category and cost per month: Non-academic- $1,250/ month

Development Objectives:
For participants who will develop a deeper awareness of what top level administrators must do to lead their firms toward success.

To increase the breadth of participant's outlook on the social, economic and political climate within which business functions.

Training Plan:
Discussions, lectures.
Candidate Requirements:
Middle Management Level Executives.

Title and Code: MANAGEMENT TODAY--MODERN CONCEPTS AND PRACTICE

Duration: Two weeks

Begins: Fall, Winter, Spring, Summer

Locale: General Management Training Center
U.S. Civil Service Commission
Washington, D. C.

PIO/P Category and cost per month: Non-academic- $1,250/ month

Development Objectives:
Management Today is an intensive ten day seminar for current or future managers from foreign countries. Upon request from the U.S. Agency for International Development, this seminar has been designed to assist participants in developing managerial skills and in exploring possibilities for applying new methods and techniques to management problems back home. The program offers an unusual opportunity for participants to engage, both formally and informally, in a challenging interchange of knowledge and experience both with the faculty and fellow participants.

Training Plan:
Many aspects important to successful management performance are covered in this seminar. Participants consider generally accepted concepts of administrative management for possible application in their home countries. Opportunity is afforded to look at ways to get work done while keeping the human factor in balance. Numerous management techniques are examined and practice is gained in their use through application workshops. A common thread throughout the seminar is--what has been learned that can be used? How can the information and technology be applied?

Proven management courses conducted by the General Management Training Center, Bureau of Training, are the chief resource for this program. Selected units are adapted for managers from differing cultures, and sessions are led by experienced Commission course leaders. In addition, a third of the program includes units conducted by experts outside the Commission. This part of the faculty is composed principally of professors from outstanding universities often with experience in overseas work.

Some theory and description of concepts are presented through a lecture approach. However, member participation in the learning process is stressed throughout the program. Lecture-discussion sessions are used rather than straight lectures; groups form to talk about ways of looking at questions; cases receive their share of attention; and management games encourage each participant to simulate actual management situations. Practically all concepts and ideas presented in the seminar are reinforced with articles, reprints, and other reading materials furnished participants for use during the session and for later review.

Particular attention is given to a communication system that bridges the gap between seminar activities and backhome application. Three program units are specifically designed to meet this objective. Moreover, special consultive periods are scheduled and materials are available to aid in planning for backhome application.

Participants doing special studies are welcome to use the Commission's up-to-date library. This library houses one of the most extensive collections available anywhere in the country on Personnel Administration in the Federal Service. The collection of management reference books and periodicals is extensive. Assistance is readily available from professionally trained librarians.

The Seminar is directed and coordinated by a senior staff member of the General Management Training Center. Professional staff members from this center and other centers of the Bureau of Training lead sessions and assist in the coordination. Faculty planning advisers with extensive experience in foreign operations are available on a daily basis to coach and assist participants in making backhome plans.

Candidate Requirements:
The seminar has been planned for those participants who already excercise management functions in connection with their technical duties, or are expected to assume managerial responsibilities as a result of the technical training they have received in the U.S.

English proficiency is essential.

.....

Title & Code: INSTITUTE OF MODERN MANAGEMENT

Duration: Two weeks

Locale: College of Business Administration
University of Denver
University Park, Denver, Colo.

Begins: June

Ends: June

PIO/P Category and cost per month: Non-academic- $1,250/ month

Development Objectives:
A seminar designed to be of interest to: Executives whose decisions in the overall organization environment directly or indirectly influence the attainment of objectives and performance.

Senior staff specialists whose responsibilities are such that their advice to top management is an integral part of an organization's survival and growth.

Training Plan:
The first week focuses on current problems typically faced by executives and senior staff personnel in the functional areas of business. The second week deals with problems which appear to have an impact on the entire organization rather than being unique to any special functions. The program is arranged in such a way that a participant may enroll in either session or both. Enrollment will be limited to twenty-five persons to insure maximum involvement by those attending.

Each week's schedule has been developed to help the executives face challenges of survival and growth in current dynamic business and society.

Candidate Requirements:
The participants in the Institute should be in the upper levels in their firms and have from five to ten years middle management or executive experience. While no formal academic credentials are required for admission to the program, an open and inquiring mind, a potential for development and a keen interest in personal achievement are vital for successful participation. A thorough knowledge of English is required.

Other Considerations:
Nomination Deadline: Advance Registration

English Language Requirements: Proficient in English

No academic transcript needed.

.....

Title: SEMINAR ON LEADERSHIP AND ORGANIZATIONAL INNOVATION

Duration: 3 weeks
Begins: October

Locale: Graduate School of Public and International Affairs
Institute of Training and Development
University of Pittsburgh, Pa.

PIO/P Category and cost per month: Non-academic- $1,250/ month

Development Objective:
To increase executive capabilities for stimulating achievement and innovation within an organization.

Emphasis is placed on development of attitudes, skills, and awareness necessary to solve managerial and organizational problems.

Training Plan:
Behavioral experiments and problem solving exercises.

Role playing and simulation of organizational change.

Lectures and discussions.

Candidate Requirements:
Personnel concerned with program planning, management and operation.

Other Considerations:
Nomination Deadline: Advance registration

English Language Requirements: Proficient in English

No academic transcript needed.

.....

Title: HUMAN RELATIONS FOR SUPERVISORY PERSONNEL

Duration: 3 days (offered annually) Locale: Management Institute
Utah State University,
Utah

Begins: July 9-12

PIO/P Category and cost per month: Non-academic- $1,250/ month

Development Objectives:
Effective human relations is basic to the productive well-being of both the worker and company. It is a must in today's industrial world and one which requires continuous study and constant application.

Training Plan:
Course content includes problem areas such as motivation, morale, effective supervision and leadership, human relations training, staff line friction, informal organizations, wage administration and automation.

Candidate Requirements:
Program set up for first and second line supervisors.

Other Considerations:
English Language Requirements: Proficient in English

No academic transcript needed.

.....

Title: ECONOMIC INSTITUTES

Duration: 9½ weeks (offered annually) Locale: Economic Institute
University of Colorado
Boulder, Colorado
80302

Begins: June

Ends: August

11½ and 5½ week program optional.

PIO/P Category and cost per month: Non-academic- $1,250/ month

Development Objectives:
To help students strengthen their preparation and become familiar with United States academic procedures so they may carry on their graduate studies more productively and advantageously.

Training Plan:
Program includes intensive course work offered at several levels in Economics, Mathematics, Statistics, Business and English.

Course work is supplemented by special lectures and seminar series and field trips to acquaint students with the U. S. economy and campus and community life.

Individual program assignments are determined on the basis of a series of placement tests and interviews upon the arrival of students at the Institute.

Candidate Requirements:
Admission to students who have been admitted to graduate work in economics, agricultural economics, business and related fields at a university or college for the academic year following the Institute. Preference is given to students who have not previously studied in the U.S.

Applications should be submitted by June 1.

Other Considerations:
English Language Requirements: Test in English, preferably TOEFL or other evidence of proficiency level. Test scores to be sent directly to Director of Institute.

Academic transcript desired.

.....

Title: HOW TO IMPROVE CLASSROOM TRAINING TECHNIQUES

Duration: 3 days

Begins: June, September, November

Locale: Division of Management Education
Graduate School of Business
University of Michigan
Ann Arbor, Michigan 48108

Beginning 1975, offered every other month.

PIO/P Category and cost per month: Non-academic- $1,250/ month

Development Objectives:
Set learner-oriented objectives and evaluate the degree of success he has attained.

Employ involvement techniques to increase student interest and spur motivation.

Use visual aids and other techniques more effectively to increase learning.

Adapt his teaching techniques to diminish those special problems and concerns the industrial student brings to the classroom.

Employ task analysis and other techniques to develop course content in new or misguided programs.

Training Plan:
Teaching techniques. Audio-visual aids. Demonstrations of available techniques.

Candidate Requirements:
English Language Requirements: Proficient in English.

.....

Title: HEALTH ADMINISTRATORS DEVELOPMENT PROGRAM

Duration: 2 weeks

Begins: June 16

Ends: June 28

Locale: Graduate School of Business and Public Administration
Cornell University
Ithaca, N. Y.

PIO/P Category and cost per month: Non-academic- $1,250/ month

Development Objectives:
To contribute a better understanding of medical care policy, comprehensive health planning and administrative and technological developments.

Designed for hospital administrators, health planners, executives from state and federal agencies, and other health care organizations.

Training Plan:
Discussions, lectures and readings dealing with a broad spectrum of trends and issues affecting their responsibilities.

Candidate Requirements:
Highly qualified administrators in health programs.

Other Considerations:
Nomination Deadline: May

English Language Requirements: English Proficiency.

No academic transcript needed.

.....

Title: ENVIRONMENTAL ASPECTS IN USE OF INSECTICIDES, HERBICIDES AND FUNGICIDES

Duration: 10 weeks (offered annually) Locale: Life Sciences Divisio
Begins: June Syracuse University
Ends: August New York

PIO/P Category and cost per month: Non-academic- $1,250/ month

Development Objectives:
To train participants in the use of Insecticides, Herbicides and Fungicides.

Training Plan:
Six weeks of classroom lectures and four weeks of field trips.

Candidate Requirements:
Participant should have background in Chemical Engineering or Public Health, or Agronomy or Entomology.

Other Considerations:
Nomination Deadline: April

English Language Requirements: English Proficiency

No academic transcript needed.

.....

Title: PESTICIDE PRODUCTION AND FORMULATION

Duration: 8 weeks (offered annually) Locale: Life Sciences Division
Begins: June Syracuse University
Ends: August New York

PIO/P Category and cost per month: Non-academic- $1,250/ month

Development Objectives:
To introduce professional personnel from developing nations to the methods of pesticide production and formulation.

Training Plan:
Provide theoretical and practical training through field trips and classroom lectures.

Candidate Requirements:
Possess a degree in Chemistry, Chemical engineering or Biological Science with strong chemistry orientation.

Other Considerations:
Nomination Deadline: April

English Language Requirements: English Proficiency

No academic transcript needed.

.....

Title: IRRIGATION OPERATOR'S WORKSHOP

Duration: 3 days (offered annually)
Begins: Late Fall or Dec./Jan.

Locale: Extension Service
Utah State University
Logan, Utah

PIO/P Category and cost per month: Non-academic- $1,250/ month

Development Objectives:
To acquire knowledge and training in the field of irrigation.

Training Plan:
Lectures, field trips and discussions.

Candidate Requirements:
Participants involved with irrigation.

Other Considerations:
Nomination Deadline: Advanced registration

English Language Requirements: Proficient in English

No academic transcript needed.

.....

Title: MANAGEMENT INSTITUTE FOR WATER AND WASTEWATER DISTRICTS

Duration: 2 days (offered annually)
Begins: March

Locale: Extension Service
Utah State University
Logan, Utah

PIO/P Category and cost per month: Non-academic- $1,250/ month

Development Objectives:
The technical problems of design, operation, management and accounting of water.

The human problems involved both from the standpoint of services rendered to the customer and the employees and officials who provide the services..

Training Plan:
Lectures and laboratory work as well as trips to reservoirs.

Candidate Requirements:
Participants who are working in Municipal water and wastewater.

Other Considerations:
Nomination Deadline: Advance Registration.

English Language Requirements: Proficient in English

No academic transcript needed.

.....

Title: PERSONNEL ADMINISTRATION

Duration: 5 days (offered annually)
Begins: July and October
Ends: July and October

Locale: Dept. of Continuing Education
Georgia Institute of Technology
Atlanta, Georgia.

PIO/P Category and cost per month: Non-academic- $1,250/ month

Development Objectives:
This course is designed to provide a managerial framework within which the daily and long range problems of personnel administration may be attacked and solved. The material presented not only re-familiarizes participants with the traditional concepts of personnel management, but also reflects the newest ideas in the practice of this field. Each session has been arranged so as to effectively integrate fundamental general management principles with the specific techniques and problems peculiar to personnel administration.

Training Plan:
Topics covered:

Recruiting, hiring and placement
Value Systems and Behavior of Today's Work Force
Training and Development
Labor Legislation, Wage Guideposts, and Manpower Development Programs
Employee Career Ladders
Labor Relations
Motivation and Morale
Evaluation of Personnel Management Effectiveness
Application of Statistics and Quantitative Methods to Personnel Administration
Job Analysis and Job Evaluation
Application of the Computer to Personnel Administration
The Role of Communications in Personnel Administration
Labor and Changing Technology
Testing and Prediction of Job Performance
Special Problems of Personnel Administration
Economics of Wage, Salary, and Benefits Administration
Capital Budgeting Implications of Wage, Salary, and Benefits Administration
Employee Performance Evaluation
Managerial Problems Solving.

Candidate Requirements:
It is intended for industrial, commercial, and government assistant directors and personnel specialists. The course would be of particular value to those individuals recently placed in or aspiring to, management positions in the personnel administration fields.

Other Considerations:
English Language Requirements: Proficient in English

No academic transcript needed.

.....

Title: INTERNATIONAL DEVELOPMENT PROGRAM

Duration: 15 weeks

Locale: Graduate School
University of Rhode Island
Kingston, R.I. 02881

Begins: Offered each spring semester, beginning approximately February 1

Ends: Approximately May 31 (end of examination period)

PIO/P Category and cost per month: Non-academic- $1,250/ month

Development Objectives:
The major goal of the program is to provide a cross-national and interdisciplinary framework for understanding and analysis of problems associated with the modernization of developing countries. The Departments of Economics, Geography, Political Science, and Resource Economics co-sponsor the program and the Department of Sociology and Anthropology participates in certain aspects.

Training Plan:
An interdisciplinary core seminar; required courses in Economics and Political Science; one elective course chosen from a selected list; and a directed study course involving preparation of research paper under the guidance of an interdepartmental panel. Successful completion results in the award of a Graduate Certificate by the Dean of the Graduate School.

Candidate Requirements:
Participants must hold, or currently be candidates for, the master's degree in one of the participating disciplines or its equivalent; proficiency in English is necessary.

Other Considerations:
Initial inquiries should indicate in which discipline and from which institution the applicant has the master's degree or its equivalent, or whether the applicant is interested in pursuing the master's degree at the University of Rhode Island in addition to the graduate certificate program. Information about the research interest of the applicant should be given in order to assist in selection of an advisor and a specific program.

.....

Title: ACCOUNTING FOR EXECUTIVE MANAGEMENT

Duration: Two - Three Days

Locale: Continuing Education Program
National Association of Accountants
New York, New York

Begins: Spring

PIO/P Category and cost per month: Non-academic- $1,250/ month

Development Objectives:
The courses listed below will be given in the following cities: San Antonio, Texas; Atlanta, Georgia; Cleveland, Ohio; New York, New York; San Francisco, California; Chicago, Illinois; Rochester, New York.

Training Plan:
NAA courses provide classroom instruction in basic concepts and applications. Unless specifically indicated, prior training or background in the topic is not a prerequisite. Lectures and problem solving sessions, augmented by advance reading material and limited enrollment, help assure participants of a thorough understanding of underlying principles and techniques of the topic.

Accounting for Corporate Social Responsibility
Marketing Fundamentals for the Management Accountant
Developing and Using Standard Costs
Flexible Budgeting & Performance Reporting
Direct Costing & Contribution Accounting
Effective Cash Management
Costs for Decision Making
Economic Evaluation of Capital Expenditures
Accounting Information for Pricing--Policies and Decisions
Inventory Management and Control
Accounting for Foreign Operations
Management Accounting for Banks
Management Accounting for Executives and Managers
Management Accounting for Hospitals
Management Accounting for Insurance Companies
Human Resource Management and Accounting
Managing by Objectives for The Financial Manager
Planning, Programming, Budgeting for Local Governments & Nonprofit Institutions
Data Processing--Concepts & Information Systems Design
Computers and Internal Control
Management Science for Budgeting and Profit Planning
Linear Programming: Accounting Applications
Statistical Sampling for Accountants and Auditors
Behavioral Science Implications for Management Accounting
Communications and Report Writing
Fundamentals of Management Information Systems Design

Candidate Requirements:
A good knowledge of English is necessary. This program is recommended for participants already in training in the U. S.

Other Considerations:
The courses will not be conducted simultaneously. Listing of courses, dates and cities will be provided upon request.

.....

Title: SHORT COURSES AT THE GEORGIA INSTITUTE OF TECHNOLOGY

Duration: Five days for five/seven consecutive Saturdays

Locale: Department of Continuing Education
Georgia Institute of Technology
Atlanta, Georgia

Begins: Winter, Spring, Summer

Ends: Winter, Spring, Summer

PIO/P Category and cost per month: Non-academic- $1,250/ month

Development Objectives:
Generally refresher courses and short seminars

Training Plan:
Short courses and seminars in the following fields:

- The Electrical Engineering Refresher Short Course--seven consecutive Saturdays
- The Industrial Engineering Refresher Short Course--five consecutive Saturdays
- The Architecture Refresher Series--seven consecutive Saturdays
- The Mechanical Engineering Refresher Short Course--five consecutive Saturdays
- The Refresher Short Course in Structures--five consecutive Saturdays
- General Engineering Refresher Short Course--seven consecutive Saturdays
- Management for Engineers
- Traffic Engineering
- Airport Planning and Design
- Urban Planning
- Methods of Operations Research
- Applied Regression Analysis
- The Planning and Control of Production-Inventory Systems
- Practical Operating Budgeting and Cost Analysis

Understanding and Changing Individual, Group and Organizational Behavior
Cost Control Through Management Sciences
Material Handling Short Course
General Supervisors Short Course
Management Development for Women in Business

Candidate Requirements:
Knowledge of English at the university level. These courses are for participants who are in the field of the engineering sciences and who are already studying in the United States.

.....

Title: MANAGEMENT AND ORGANIZATIONAL DEVELOPMENT

Duration: Five days

Begins: June

Locale: Graduate School of Business
Stanford University
Stanford, California

PIO/P Category and cost per month: Non-academic- $1,250/ month

Development Objectives:
The objective of this program is to identify and consider critical issues in management and organizational development, to assess current practices, and to try to determine future directions in these fields. The seminar will draw on top experts who will lecture and lead discussions on major problems. Participants will be asked to share problems and cases from their own recent experience, and an attempt will be made to reach practical conclusions.

The program is designed for key persons responsible for increasing manager effectiveness in organizations and for specialists in management and organizational development.

Training Plan:
Problems in developing managers
Management development within the organization: A concept of the general manager
Designing and organizing a comprehensive management development program
Organizational development at Syntex
Management development for the individual: Performance evaluation
Assessment centers
New patterns in management development
Transactional analysis in management development
Affirmative action and minority employment
Women as members of management: Report of top management views
Development of women managers and minority managers in the Pacific Telephone and Telegraph Company

Priority needs for management development in the 70's and 80's

Candidate Requirements:
Comprehension of English at the university level.

.....

Title: SHORT COURSES IN AGRICULTURE AND ENGINEERING

Duration: One to five days

Begins: January

Ends: June

Locale: Division of Continuing Education
North Carolina State University
Raleigh, North Carolina

PIO/P Category and cost per month: Non-academic- $1,250/ month

Development Objectives:
To provide updating and upgrading in the various fields of agriculture and engineering. These courses will be in the form of conferences to be held on the dates listed below.

Training Plan:

January
- Textile Microscopy
- Electrical Inspectors
- Flammability
- Manage or Be Managed (Carolina Rubber Company)
- Agricultural Chemicals School
- Textile Fundamentals
- Improving Marketing Profitability
- Pest Control Operators Course
- Pork Producers Conference
- Performance Appraisal and Productivity
- Project Management AGC
- Efficient Plant Layout
- Knitting Fundamentals
- Improving Office Productivity Through Work Simplification
- Forecasting for Pulp and Paper
- Park and Recreation Maintenance-Management School
- Management by Objectives

February
- Heating and Air Conditioning
- Modern Farming
- Basic Business Economics
- Energy Conservation - Public Education (SEGA)
- Developing Leadership Skills for the Organization Manager
- Air Brush Workshop
- Sales Round Table (SEGA)

Contract Law
Market Milk Short Course
Cost Estimating
Cattlemen's Conference
Computer Fundamentals for Managers
Dairymen's Conference
In-House Training Techniques (SEGA)
Warm Air Heating and Air Conditioning
Carpet Technology
Forecasting for the Utilities Industry
Safety Seminar
Flower Show School
Management Training for Women in Industry

March

Energy Conservation - Public Education (SEGA)
Christmas Tree Growers
Warp Sizing of Continuous Filament Yarns
Work Simplification and Measurement
Revenue Sources School
Mechanics of Twisted Fiber Structures
Turf Grass Conference
Efficient Production Planning and Inventory Control
Seafood Conference
Flower Show School II
Labor Law and Personnel Relations AG
Poultry Supervisor Conference
Industrial Ventilation
Open-End Spinning Advanced
Effective Executive
Economic Evaluation of Capital Project
Recent Advances in Workplace Design
Southern Regional Ed. Bd.
Energy Conservation - Public Education (SEGA)

April

Waste Control
Training the Trainer
Inventory and Warehouse Control (SEGA)
NCPA Mechanical Conference
Dyeing and Finishing Technology
Effective Management
Time Study Procedures
Work Sampling
Fundamentals of Marketing
Knit Garment Manufacturing
Executive Leadership
Inventory and Warehouse Control (SEGA)
Fundamentals of Finance and Accounting for Non-Financial Managers
Energy Management in Textile Industry

	Governor's Sedimentation Conference
	Textile Fundamentals for American Apparel Manufacturers Association
April-May	Motor Carrier Training Institute (4 weeks)
May	Estimating and Controlling Manufacturing Costs
	Knitting Technology
	Draw Texturing
	Industrial Marketing
	Knitting Defects
	Open End Spinning
	Preparation of Fabric Specifications
	Effective Managerial Leadership Through T.A.
	Textile Fundamentals for Furniture Manufacturers
	Food Sanitation
	Job Enrichment
	Inventory and Warehouse Control (SEGA)
	Art and Science of Professional Management
	Production of Woven Stretch Fabrics
	Western Electric
June	Transportation Noise Control
	Resource Conservation Workshop
	Meter School
	Sport Fishing Short Course
	Statistical Quality Control
	Marketing Research

Candidate Requirements:
A comprehension of English at the university level is essential.

.....

Title: SHORT COURSES CONDUCTED BY THE FEDERAL SUPPLY SERVICE/GSA

Duration: Five days

Locale: Federal Supply Service/GSA
Arlington, Virginia

Begins: Periodically

PIO/P Category and cost per month: Non-academic- $1,250/ month

Development Objectives:
The following courses are being offered by the Federal Supply Service, of the General Services Administration, to acquaint the AID participant with the techniques of procurement, inventory, and storage of supplies and materials, of the Federal Government:

1. Government Contract Administration
2. Inventory Control of Supplies and Materials/Economic Order Quantity Techniques

3. Federal Supply Schedules (2 days)
4. Storage Materials Handling
5. Small Purchases
6. Contracting by Formal Advertising
7. Government Contract Negotiations

Training Plan:
These courses include lectures, case studies, and discussions.

Candidate Requirements:
The participant should be proficient in the English language.

.....

Title: AUTOMATIC DATA PROCESSING

Duration: Three to five days

Begins: February, March, April, May, June

Locale: The ADP Management Training Center
Bureau of Training
U.S. Civil Service Commission
Washington, D. C.

PIO/P Category and cost per month: Non-academic- $1,250/ month

Development Objectives:
To introduce the participant to the field of data processing, and the application thereof.

Training Plan:
The following courses are being offered by the U.S. Civil Service Commission:

Management Introduction to ADP
Management Workshop in ADP Systems Analysis and Design
ADP for Administrative, Clerical, and Secretarial Personnel
Introduction to Computer Programming
Equipment for Information Processing
Efficient Computer Utilization
Workshop in Programming-Cobol
Computer Forms Design
Decision Logic Table Workshop
Job Control Concepts
Serials Control
Circulation Control
Storage and Retrieval Techniques
Seminar in Advanced Computer Systems Technology
Operating DOS/TOS Computer Systems

Candidate Requirements:
A broad comprehensive knowledge of the English language. These short courses are recommended for those participants who are already in training in the United States.

Title: SPECIAL SUMMER PROGRAMS AT THE MASSACHUSETTS INSTITUTE OF TECHNOLOGY

Duration: One - two weeks

Locale: Special Summer Programs
Massachusetts Institute of Technology
Cambridge, Massachusetts

Begins: June

Ends: August

PIO/P Category and cost per month: Non-academic- $1,250/ month

Development Objectives:
The Summer Session will present Special Summer Programs for professional men and women to keep pace with developments in their fields.

Training Plan:
The following programs are listed:
Chemical Engineering:
- New Developments in Modeling, Simulation, and Optimization of Chemical Processes

Computer Related:
- The Mighty Mini-A Close Look at Minicomputers and Their Application to Real World Problems

Construction and Transportation:
- Analysis and Design of Transportation Systems; Parts 1 and 2
- Management in the Construction Industry

Electrical Engineering:
- Optical Communication
- Superconducting Electric Machinery
- Detection, Estimation and Modulation Theory; Parts 1 and 2
- Digital Signal Processing: Introductory and Advanced
- Techniques of Pattern Classification
- Modern Control Theory Methods for Deterministic Systems
- Modern Control Theory Methods for Stochastic Systems

Energy Related:
- Environmental Considerations in Electric Power System Operation and Planning
- Application of Lasers and Optics to Controlled Fusion and Solar Energy Conversion
- Strategic Planning in the Energy Sector
- Energy: A Unified View

Mechanical Engineering:
- Contemporary Mechanical Vibration Problems and their Solutions
- Statistical Energy Analysis in Mechanical Design
- Strain Gage Techniques
- Modern Developments in Heat Transfer
- Mechanics of Texturing Thermoplastic Yarns
- Resource Recovery from Municipal and Commercial Refuse: Economics, Engineering, and Organizational Approach

Nuclear Engineering:
- Physical Aspects of Nuclear Medicine
- Nuclear Power Reactor Safety: Parts 1, 2 and 3
- Principles of Nuclear Fuel and Power Management

Ocean Engineering:
- Ship Structural Analysis and Design
- Quantitative Methods of Ship Production Control
- Ocean Resources Management: Legal and Policy Aspects
- Management of Crude Oil and Bulk Carrier Operations

Engineering and Applied Science:
- Biological Effects, Hazards, and Medical Uses of Non-Ionizing Radiations
- Cooperative Phenomena and Phase Transitions: Principles and Applications
- Biomedical Physics and Biomaterials Science
- Lasers and Optics for Applications
- Enzymes and Their Use in Analysis and Clinical Diagnosis
- Experimental Pathology and Toxicology
- Engineering Lower Food Prices - Technological Needs in Food Distribution

Nutrition and Food Science:
- Advances in Human Nutrition Knowledge
- Fermentation Technology
- Properties and Reactions of Foods: Nutritional and Quality Implications

Economics:
- Forecasting with Econometric Models
- Urban Economics
- Decision Analysis and Statistics
- Risk and Decision Analysis: Concepts, Methods, and Application
- Design and Analysis of Scientific Experiments

Finance and Investment:
- Models for Financial Management
- Investment Management in an Inflationary Environment: Implications for Portfolio Choice and Performance Measurement

Management:
- System Dynamics, Methodology and Applications; Emphasis on Industrial, World, Urban and National Issues
- Advanced Software Engineering, Focusing on Operating and Real-Time Systems
- New Horizons in the Management of Change and Organizational Development
- Management Control Systems
- Long-Range Planning Systems
- Computer Technology for Managers
- Management and Information Systems
- Mathematical Programming for Management Decisions: Theory and Application

Management Science in Marketing
The Dynamics of Health Service Systems
Management of Research, Development, and Technology-Based Innovation
Management of Crude Oil and Bulk Carrier Operations
Facilities Management Systems and Inventory Techniques
Management of Information Processing Services in a Complex Research/Instructional Environment

Urban Systems:
Linking Control and Regulation to Comprehensive Health Planning
Analysis of Urban Service Systems

Publications:
Communicating Technical Information
Design and Production of University Publications

.....

Title: AUTOMATIC DATA PROCESSING/COMPUTERS IN LAW ENFORCEMENT

Duration: 3 days

Begins: March

Locale: The ADP Management Training Center
Bureau of Training
U.S. Civil Service Commission
Washington, D. C.

PIO/P Category and cost per month: Non-academic- $1,250/ month

Development Objectives:
This seminar is designed to bring together various law enforcement people for an exchange of ideas on a subject of paramount importance to all policemen, sheriffs, state patrol, state bureaus of investigation, corrections officials, court administrators, and Federal investigators. Systems analysts who are responsible for the design or modification of law enforcement systems also should attend.

Training Plan:
The seminar will include sessions on:
Typical Applications of ADP to Law Enforcement
ADP in the Courts
The National Crime Information Center
Levels of Law Enforcement Systems, i.e., City, County, State and Federal
Considerations in the Design, Implementation, and Operation of Law Enforcement Systems
Computers in Police Administrative Functions
The Question of Privacy vs. Computerized Data Bases
The Future of ADP in Law Enforcement

Ample opportunity will be provided for questions and answers as well as informal discussions with fellow participants. The seminar will strive for candid views rather than official ones.

Candidate Requirements:
Law enforcement personnel who are employees of any level of government are eligible for nomination.

Other Considerations:
A three day program entitled COMPUTERS IN LAW SYMPOSIUM is also being offered by the ADP Management Training Center.

.....

Title: A MULTI-NATIONAL EXPERIENCE IN EDUCATION

Duration: One to six weeks

Locale: The International University
University of Southern California
Los Angeles, California

Begins: July

Ends: August

PIO/P Category and cost per month: Non-academic- $1,250/ month

Development Objectives:
Courses are offered in the following fields: Business Administration, Public Administration, Urban and Regional Planning, Engineering, Marine Resources, Performing Arts, and English. Certificates will be granted upon completion of courses.

Training Plan:
Courses include daily classroom discussions, regional trips, meetings with local government officials, and professionals, week-end workshops, and numerous opportunities for informal interchange with distinguished faculty.

Opportunities will be provided to explore the stimulating diversities of metropolitan Los Angeles, either individually or in organized groups.

Courses are taught in English, while providing translated summaries of course materials.

Candidate Requirements:
A thorough comprehension of the English language. These courses are recommended for academic participants already in training in the United States.

.....

Title: CONTINUING EDUCATION IN ENGINEERING AND MATHEMATICS

Duration: Five days

Begins: Summer

Locale: Continuing Education in Engineering and Mathematics
University Extension, UCLA
Los Angeles, California

PIO/P Category and cost per month: Non-academic- $1,250/ month

Development Objectives:
The following short courses are offered by UCLA for participants who are studying in the fields of engineering and mathematics.

Training Plan:
Computer Science
- Image Processing: Coding, Enhancement and Recognition
- Management Information Systems
- Operating Systems Design Concepts
- Signal Processing: Analog and Hybrid Computing Modules and Their Utilization in Real-Time Data Acquisition and Control Systems
- Recent Advances in Computer Communications

Engineering and Technology
- Charge Coupled Devices (CCDs): Physics, Technology and Applications
- Design and Application of Practical Fluid Power Systems
- Design for Long Life Aircraft Structures
- Elements of Dielectrics and Cable Engineering
- Physical Oceanography: A Background for Engineering and Environmental Planning
- Integrated Electronics: Design and Application
- Technology of Crystal Growth
- Finite Elements, A Unified Treatment of Structural Systems: Statics, Dynamics and Stability
- Lasers--Quantum Electronics--Holography
- Part I: Introduction to Lasers
- Part II: Laser Applications, Quantum Electronics and Holography
- Community Noise Impact Analysis
- Modern Thin Films Techniques
- Radiation Effects on Semiconductors

Engineering Systems and Management
- New Directions in Biomedical Instrumentation
- Design and Control of Technical Presentations and Proposals
- Reliability, Maintainability and Availability Assessment

Candidate Requirements:
Comprehension of English at the university level. These courses are recommended for participants already studying in the United States.

.....

PUERTO RICAN TRAINING

TRAINING IN PUERTO RICO

For a variety of cultural, political, economic and geographic reasons, Puerto Rico has long been considered an ideal training site for AID participants. During FY 1963, over 1,200 AID participants were trained in Puerto Rico. At present, approximately 130 participants are programmed annually in Puerto Rico by the Office of Technical Cooperation (OTC) of the Puerto Rican Department of State. It is expected that this number will rise significantly as OTC expands the quantity of programs available to AID participants.

OTC has contacts in all of the departments and agencies of the Commonwealth of Puerto Rico, and maintains a working relationship with other private agencies which are involved in human resources development. As a result, OTC is able to call upon the expertise which was employed in "Operation Bootstrap"; a Puerto Rican nation building effort which within one generation increased per capita income from $120 to $2,000 per year, which decreased illiteracy from 90% to about 10%, and which promoted the establishment of over 2,000 new industries.

The list of training programs which follows was taken from the OTC publication, Training Opportunities in Puerto Rico, which is available in both Spanish and English-language editions upon request to AID/Washington. OTC prepared this catalog during a period of program expansion; as a consequence, not all Puerto Rican training programs have been listed either here or in the catalog. In any case, OTC stands ready to serve a large variety of training needs, either solely or as part of a larger U.S. training program.

TRAINING IN PUERTO RICO

All courses are given in Spanish and English, unless otherwise noted.

AGRICULTURE

Course	Duration	Training Institution
Home Economics Demonstration Course	2 weeks to 2 months	Agricultural Extension Service
Extension Communication	2 weeks to 2 months	Agricultural Extension Service
Extension Specialist	2 weeks to 2 months	Agricultural Extension Service
Extension Supervision	2 weeks to 2 months	Agricultural Extension Service
Parasitology	3, 6 or 12 months	Nuclear Center
Agricultural Credit	2 weeks	Agricultural Credit Corporation
Industrial Procession of Pineapple and Other Fruits	As required	Land Authority Agency
Legal and Auditing Aspects of Loans	2 weeks	Agricultural Credit Corporation
Livestock Production	As required	Land Authority Agency
Agricultural Planning	3 to 10 days	Agricultural Extension Service
Personnel, Administration, Control and Accounting in Agriculture	2 weeks	Agricultural Credit Corporation
Pineapple Production	As required	Land Authority Agency
Raw and Refined Sugar Production	As required	Sugar Corporation of Puerto Rico
Agro-Development Corporation I	As required	Department of Agriculture
Agro-Development Corporation II	As required	Department of Agriculture
Agro-Development Corporation III	As required	Department of Agriculture
Land Authority Course	As required	Land Authority Agency
Rural Development I	As required	Department of Agriculture
Rural Development II	As required	Department of Agriculture
Rural Development III	As required	Department of Agriculture
Sugar Corporation of Puerto Rico Course	As required	Sugar Corporation of Puerto Rico
Rural Youth Work	2 weeks to 2 months	Agricultural Extension Service

NATURAL RESOURCES

Course	Duration	Training Institution
Cooperative Forest Management	As required	Department of Natural Resources
Crushing, Grinding and Other Particles Systems	As required	Department of Natural Resources
Evaluation of Mineral Deposits	8 weeks	Department of Natural Resources
Extraction of Materials From Earth Crust	As required	Department of Natural Resources
Fence Posts Preservation	As required	Department of Natural Resources
Fixing the Boundaries of River Beds and Maritime Zone	As required	Department of Natural Resources
Forest Tree Nursery	As required	Department of Natural Resources
Franchises For The Use of Navigable Waters	As required	Department of Natural Resources
Fresh Water Fish Culture	As required	Department of Natural Resources
Froth Flotation And Agglomeration	8 - 10 weeks	Department of Natural Resources
General Chemistry Laboratory	As required	Department of Natural Resources
General Techniques In Wild-Life Studies	As required	Department of Natural Resources
Maintenance of Rivers and Beaches	As required	Department of Natural Resources
Mine Safety	As required	Department of Natural Resources
Mineral and Resource Management	1 week	Department of Natural Resources
Mineral Dressing I	7 - 8 weeks	Department of Natural Resources
Mineral Dressing II	7 - 8 weeks	Department of Natural Resources
Sport Fisheries	As required	Department of Natural Resources
Sport Fisheries Research	As required	Department of Natural Resources
Special Techniques In Advanced Chemistry Laboratory	As required	Department of Natural Resources
Small Game Management	As required	Department of Natural Resources
Permits For Drilling of Wells	As required	Department of Natural Resources

Course	Duration	Training Institution
Permits For Work In Navigable Water	As required	Department of Natural Resources
Technology of Geologic Sample Preparation	As required	Department of Natural Resources
Use of Advanced Techniques in Marine Geology	As required	Department of Natural Resources
Wildlife Research Method And Practices	As required	Department of Natural Resources
INDUSTRY AND COMMERCE		
Industrial Centers I	As required	Economic Development Administration
Industrial Centers II	As required	Economic Development Administration
Industrial Centers III	As required	Economic Development Administration
Industrial Centers IV	As required	Economic Development Administration
AQUEDUCT AND SEWERS		
Data Processing Division	1 to 15 days	Aqueduct and Sewer Authority
Design Department	As required	Aqueduct and Sewer Authority
Engineering Technical Services	1 to 15 days	Aqueduct and Sewer Authority
Finance Area	1 to 15 days	Aqueduct and Sewer Authority
Rural Aqueducts	1 to 15 days	Aqueduct and Sewer Authority
Sewer Design	1 to 15 days	Aqueduct and Sewer Authority
Systems And Procedures	1 to 15 days	Aqueduct and Sewer Authority
Urban Aqueducts	1 to 15 days	Aqueduct and Sewer Authority
Urbanizations Division	1 to 15 days	Aqueduct and Sewer Authority

TRANSPORTATION AND PUBLIC WORKS

Course	Duration	Training Institution
Basic Concept Of Programming And System Analysis	5 days	Highway Authority
Bridges Inspections	1 week	Highway Authority
Development Of Administrative Management	3 days	Highway Authority
Examination And Analysis Of Materials	1 week	Highway Authority
Orientation And Replacements	1 week	Highway Authority
Orientation To New Bachelors In Engineering	2 weeks	Highway Authority
Orientation To New Employees	1 day	Highway Authority
Programming Methods To To Improve The Productive Capital	2 days	Highway Authority
The Itinerary System And The State Road Control	1 to 2 weeks	Highway Authority
The Safety Federal Law And Occupational Health	3 weeks	Highway Authority
Turnpikes Administration	1 week	Highway Authority

LABOR

Administrative Services	As required	Department of Labor
Analysis And Planning Program	1 day to 2 weeks	Department of Labor
Apprenticeship Division	3 weeks	Department of Labor
Bureau Of Labor Standards	As required	Department of Labor
Chauffers Social Security	1-2 hours	Department of Labor
Conciliation And Arbitration	As required	Department of Labor
Employment Security	As required	Department of Labor
Labor Statistics	2 weeks	Department of Labor
Labor Union Accounting	3 months	Department of Labor
Legal Affairs	2-3 weeks	Department of Labor
Minimum Wage Board	2 days	Department of Labor
Unemployment Compensation In The Sugar Industry	2 weeks	Department of Labor
Work Accidents Prevention	As required	Department of Labor

HEALTH

Course	Duration	Training Institution
Air Quality	As required	Department of Health
Cancer Early Detection	As required	Department of Health
Dermatology Center (Hansen Hospital)	As required	Department of Health
External Psychiatric Clinics	As required	Department of Health
Family Planning	As required	Department of Health
Food Hygiene	As required	Department of Health
Library	As required	Department of Health
Multiphase Clinics	As required	Department of Health
Nursing	As required	Department of Health
Nutrition	As required	Department of Health
Oral Health	As required	Department of Health
Psychiatric External Clinics	As required	Department of Health
Sanitary Engineering	As required	Department of Health
Service, Prevention And Research	As required	Department of Health
Transmisible Diseases Control	As required	Department of Health
Tuberculosis Control	As required	Department of Health
Vaccination Program	As required	Department of Health
Vector Control	As required	Department of Health
Venereal Diseases Control	As required	Department of Health
Water Quality	As required	Department of Health

EDUCATION

Administration And Supervision In The Commercial Education Program	1 week	Department of Education
Audiovisual Education	2 weeks	Department of Education
Consumers Education	1 week	Department of Education
Development Of The Individual. Family Relationships In The Home	1 week	Department of Education
Distribution And Marketing Education	2 weeks	Department of Education
Educational Component	1 week	Department of Education
Educational Planning And Evaluation	3 weeks	Department of Education
Educational Research Projects	1 week	Department of Education
Educational Research Project Designs Preparation Of Proposals	3 weeks	Department of Education

Course	Duration	Training Institution
Finance, Curriculum And The Evaluation System In The Commercial Education Program	1 week	Department of Education
Home Economics	4 weeks	Department of Education
Home Improvement	1 week	Department of Education
Home Management	1 week	Department of Education
Industrial Arts	3 weeks	Department of Education
Industrial Vocational Education	3 - 6 months	Department of Education
Information System For Education	2 weeks	Department of Education
Orientation In Drug Addiction Prevention	1 week	Department of Education
Public Libraries Services	2 weeks	Department of Education
Scholarships And Other Economical Aid To Students	1 week	Department of Education
Statistical Methods And Research	1 week	Department of Education
Technical And Vocational Education	2 weeks	Department of Education
Technological Aid To Schools In Urban Slum Areas	1 week	Department of Education
The Public School Lunch Program	2 weeks	Department of Education
FINANCE		
Organization And Methods	4 weeks	Department of Finance
Supervision Of Bank Organizations	4 weeks	Department of Finance
Taxation Of Alcoholic Beverages	4 weeks	Department of Finance
PLANNING		
Agriculture Plan	As required	Planning Board, Santurce, P.R.
Bureau of Economic Planning	As required	Planning Board Santurce, P.R.
Bureau of Statistics I	As required	Planning Board
Bureau of Statistics II	As required	Planning Board

Course	Duration	Training Institution
Comprehensive Planning-Regional	As required	Planning Board, Santurce, P. R.
Comprehensive Planning-Urban	As required	Planning Board, Santurce, P. R.
Community Facilities And Services	As required	Planning Board,
Employment By Industrial Sectors - Existing And Projected	As required	Planning Board, Santurce, P. R.
Industrial Location And Development Plan	As required	Planning Board, Santurce, P. R.
Land Sub-Division	As required	Planning Board,
Land Use, Existing And Proposed	As required	Planning Board, Santurce, P. R.
Land Use Master Plan - Island Wide	As required	Planning Board, Santurce, P. R.
Net Adjusted Domestic Income By Economic Sectors, Existing And Projected	As required	Planning Board, Santurce, P. R.
New Communities	As required	Planning Board, Santurce, P. R.
Physical Planning	As required	Planning Board, Santurce, P. R.
Population - Existing And Projected	As required	Planning Board, Santurce, P. R.
Programming And Planification Of Infrastructural Services In Puerto Rico	As required	Planning Board, Santurce, P. R.
Public Utilities, Existing And Proposed	As required	Planning Board, Santurce, P.R.
Regional Development	As required	Planning Board, Santurce, P. R.
Resources Programming	As required	Planning Board, Santurce, P. R.
Social Planning	As required	Planning Board
Socio Economic Analysis, Existing And Projected	As required	Planning Board, Santurce, P. R.
Tourism And Recreation Plan	As required	Planning Board, Santurce, P. R.
Transportation, Existing And Proposed	As required	Planning Board, Santurce, P. R.
SOCIAL SERVICES		
Public Assistance Sub-Program	As required	Department of Social Services
Rehabilitation Centers	As required	Department of Social Services

Course	Duration	Training Institution
Services To Adults Sub-Program	As required	Department of Social Services
Services To Family Program	As required	Department of Social Services
Social Services To Families And Children Sub-Program	As required	Department of Social Services
Social Treatment Centers	As required	Department of Social Services
COMMUNITY DEVELOPMENT		
Alcoholic Treatment Program	As required	Community Action Agency
Child Diurnal Care	As required	Community Action Agency
Community Education	As required	Community Action Agency
Cooperativism In Low Income Areas	As required	Community Action Agency
Family Planning And Maternal Health	As required	Community Action Agency
Multiple Services Centers	As required	Community Action Agency
Program For Aged People	As required	Community Action Agency
Service To Pre-School Children	As required	Community Action Agency
HOUSING		
Community And Commercial Facilities In Housing Projects	As required	Department of Housing
Direction And Administration	As required	Department of Housing
Functions Of The Housing Department	As required	Department of Housing
Grants Of Ownership Titles To Land Lots Owners	As required	Department of Housing
Half Finished Houses	As required	Department of Housing
Housing And Community Development In Rural Areas	As required	Department of Housing
Lots Development And Housing Improvement	As required	Department of Housing
Low Cost Housing	As required	Department of Housing

Course	Duration	Training Institution
Low Cost Housing Construction	As required	Department of Housing
Low Rent Housing	As required	Department of Housing
Physical Improvement Of Rural Communities	As required	Department of Housing
Public Housing Projects	As required	Department of Housing
Puerto Rico Urban Renewal And Housing Corporation	As required	Department of Housing
Reinstalation Of Squatters	As required	Department of Housing
The Housing Bank	As required	Department of Housing
Training Through Lectures On The Following Topics	As required	Department of Housing
Social Services, Administration And Units Conservation	As required	Department of Housing
COMMUNITY DEVELOPMENT (COOPERATIVES)		
Cooperative Development Administration	1 week	Cooperative Development Administration
Cooperatives Organization	1 day to 1 week	Cooperative Development Administration
Diverse Types Of Cooperatives	1 day to 1 week	Cooperative Development Administration
Farmers Cooperatives	1 day to 1 week	Cooperative Development Administration
PUERTO RICO WATER RESOURCES AUTHORITY		
Cable Splicing	1 week	Puerto Rico Water Resources Authority
Maintenance Of Hot Distribution Lines Up To 13 KV.	3 months	Puerto Rico Water Resources Authority
Operation And Maintenance Of An Electrical System	3 weeks	Puerto Rico Water Resources Authority
HUMAN RELATIONS		
Community Development Laboratory	2 weeks	Institute Of Human Relations, Inc.
Family Planning For Young Women Leaders	6 weeks	Institute Of Human Relations, Inc.
Group Dynamics	6 weeks	Institute Of Human Relations, Inc.
Personal - Interpersonal Laboratory	2 weeks	Institute Of Human Relations, Inc.

Course	Duration	Training Institution
Specialized Training On Organizational Problems For Trainers Of Change Agent	8 weeks	Institute Of Human Relations, Inc.
Youth Leadership Training For Central, South American And Caribbean Region	6 weeks	Institute Of Human Relations, Inc.
JUSTICE		
Budget, Plans, Organization And Methods	1 month	Justice Department
Correction In Prisons	2 weeks	Justice Department
Contributive Affairs	4 days	Justice Department
Division Of Criminal Justice	2 weeks	Justice Department
General Attorney Office	3 days	Justice Department
Investigation And Criminal Procedures	5 days	Justice Department
Monopolistic Affairs	1 week	Justice Department
Statistical And Criminological Problems	5 days	Justice Department
POLICE		
Administration And Supervision	2 weeks	Police Academy, P.R. Police, Gurabo, P.R.
Basic Training	15 weeks	Police Academy, P.R. Police, Gurabo, P.R.
In Service Training	2 weeks	Police Academy, P.R. Police, Gurabo, P.R.
Refresher Course For Criminal Investigators	2 weeks	Police Academy, P.R. Police, Gurabo, P.R.
Traffic Supervision	3 weeks	Police Academy, P.R. Police, Gurabo, P.R.
COLLEGE OF THE FIRE DEPARTMENT OF PUERTO RICO		
Basic Course In Fire Prevention And Extinguishing	1 to 2 months	College of the Fire Department of P. R. Santurce, P. R.

Course	Duration	Training Institution
CIVIL DEFENSE		
Natural Disasters	As required	Office of Civil Defense, San Juan, P.R
Operations	As required	Office of Civil Defense, San Juan, P.R
Training And Education In Civil Defense	As required	Office of Civil Defense, San Juan, P.R
REAL ESTATE		
Topography, Appraisal Of Properties	14 weeks	Professional Real Estate Academy, Hato Rey, P.R.
PORTS		
Administration And Operation Of A Turism Pier	As required	Puerto Rico Ports Authority, Santurce, P. R.
Administration Of An International Airport	As required	Puerto Rico Ports Authority Santurce, P. R.
Administration Of A Passenger Ferry Boat	As required	Puerto Rico Ports Authority Santurce, P. R.
Security And Safety Techniques	As required	Puerto Rico Ports Authority Santurce, P. R.

UNITED NATIONS
TRAINING

UNITED NATIONS TRAINING

USAID Missions have long been encouraged to coordinate human resources development and training activities with various United Nations agencies, with other donor nations, and with certain other private and governmental organizations involved in international development. A logical element in this effort might be for the Missions to be aware of the types of training which are available on an international basis to foreign students.

The United Nations Educational, Scientific and Cultural Organization (UNESCO) has prepared a directory of study opportunities at the university level throughout the world. This directory, Study Abroad, was compiled from information supplied in answer to UNESCO questionnaires. It lists some 250,000 study opportunities offered through international scholarships or courses. The basis for listing programs in this directory was to promote and publicize all relevant study opportunities whose availability might otherwise not be known by eligible candidates. Short-term courses which can be taken on holiday visits abroad are considered as a separate category and are listed in another UNESCO publication, Vacation Study Abroad.

Study Abroad is divided into two main parts, the first dealing with international scholarships and courses offered or sponsored by three categories of international organizations: United Nations organizations, other intergovernmental organizations, and non-governmental organizations. The second part of the directory lists, country by country, international scholarships and courses offered by national institutions. The nineteenth edition of Study Abroad should be available through the UNDP at each Mission.

PROFESSIONAL MEETINGS

PROFESSIONAL MEETINGS

A valuable adjunct to training programs, both academic and nonacademic, is attendance at professional meetings, many of which are open to visitors.

Shown on the following pages is a listing of only a small portion of the professional societies which hold meetings in the United States. Membership in professional societies is encouraged and attendance at professional meetings can be arranged by the Office of International Training (SER/IT) as a part of the participant training experience.

Furthermore, membership in an American professional society or association enables a participant to keep abreast of developments in his technical or professional field by receiving the organization's journals, bulletins, publications and being privileged to request information and answers to technical questions from the society.

AGRICULTURE

Agriculture History Society
American Agricultural Editors' Association
American Association of Cereal Chemists, Inc.
American Berkshire Association
American Dairy Science Association
American Fisheries Society
American Home Economics Association
American Horticultural Society
American Phylopathological Society
American Society of Agricultural Engineers
American Society of Agronomy (The)
American Society of Animal Science
American Veterinary Medical Association
American Wood Preservers' Association
Entomological Society of America (The)
Forest Products Research Society
Geological Society of America, Inc. (The)
Institute of Food Technologists
National Association of Animal Breeders
National Association of Farm Broadcasters
Soil Conservation Society of America
Weed Science Society of America
Wildlife Society (The)

EDUCATION

American Academy of Political and Social Science
American Association of Colleges for Teacher Education
American Association for Higher Education
American Association of Physics Teachers
American Association of School Librarians
American Association for Supervision and Curriculum Development
American Geographical Society
American Mathematical Society
American Society for Engineering Education
American Society of Safety Engineers
American Society of Testing Materials
American Society for Training Development
American Sociological Association
American Vocational Association, Inc.
Association for Childhood Education International
Council for Exceptional Children
Council on Social Work Education
Institute of Mathematical Statistics (The)
National Association of Biology Teachers (The)
National Association of Foreign Student Affairs
National Business Education Association
National Council on Measurement in Education
National Council of Teachers of English (The)

EDUCATION (contd.)

National Council of Teachers of Mathematics
National Education Association
National Science Teachers Association
National Society for Study of Education
Southern Association of College and University Business Officers
Teachers of English to Speakers of Other Languages (TESOL)

HEALTH

American Academy of Occupational Medicine
American Academy of Oral Pathology (The)
American Association of Clinical Chemists
American Association of Immunologists (The)
American Association of Medical Record Librarians
American Congress of Rehabilitation Medicine
American Hospital Administration
American Nurses Association, Inc.
American Public Health Association
American Society for Microbiology
American Society of Parasitologists
Industrial Medical Association
Medical Library Association, Inc.
National Association of Sanitarians
National Rehabilitation Association
Society for Nutrition Education
Society of Public Health Educators, Inc.

INDUSTRY

American Association of Petroleum Geologists (The)
American Association of Port Authorities
American Association of Textile Chemists and Colorists
American Concrete Institute
American Congress on Surveying and Mapping
American Institute of Chemical Engineers
American Institute of Industrial Engineers, Inc.
American Institute of Mining, Metallurgical and Petroleum Engineers, Inc.
American Leather Chemists Association
American Society of Civil Engineers
American Society of Planning Officials
Association for Computing Machinery
Industrial Management Society
National Association of Home Builders
National Water Well Association
Society for Advancement of Management, Inc.
Technical Association of the Pulp and Paper Industry

MEDICINE

American Dental Association
American Pharmaceutical Association
American Psychiatric Association
American Society of Anesthesiologists
American Society of Clinical Pathologists
American Society for the Study of Sterility
Association of American Medical Colleges
International Academy of Pathology

PUBLIC ADMINISTRATION

American Accounting Association
American Economic Association
American Finance Association
American Institute of Management

American Management Association, Inc.
American Marketing Association
American Personnel and Guidance Association
American Society for Personnel Administration
American Society for Public Administration
American Statistical Association
Association for Systems Management
Data Processing Management Association
National Association of Accountants
National Association of Purchasing Agents
National Tax Association
Public Relations Society of America
Society for International Development (The)
Society for Personnel Administration
Urban Land Institute
Water Pollution Control Federation

SCIENCES

American Association for the Advancement of Science
American Industrial Hygiene Association
American Institute of Biological Sciences
American Meterological Society
American Nuclear Society
American Society of Limnology & Oceanography
American Society for Metals
Ecological Society of America (The)
Genetics Society of America, Inc.
Mineralogical Society of America
Society of Experimental Stress Analysis
Society for the Industrial and Applied Mathematics

COMMUNICATION AND INFORMATION

American Society for Information Science
Association for Computing Machinery
American Federation of Information Processing Societies
American Library Association

COMPLEMENTARY PROGRAMS

Title: PRE-ACADEMIC WORKSHOPS

Duration: 2 weeks

Begins: Early-August
Mid-August

Estimated Cost:
Washington Workshop costs will be paid from inter-regional funds; the Hawaii workshop costs (about $135 not including maintenance allowance) are chargeable to PIO/P Funds.

Placement: At one of the following:
Georgetown University
University of Hawaii

Training Objectives:
The workshops are designed to provide intensive training in the use of American university libraries and research methods and other instruction designed to (1) increase participants' skills in comprehending college-level material, (2) improve their ability to compose written and oral reports, (3) provide practice in taking non-essay, American style tests and examinations, (4) provide general orientation about American university life and information about the U.S. system of higher education.

Training Content:
The program will include an introduction to the system of higher education in this country, instruction and practice in classroom procedures, examination techniques, note taking, report writing, the use of the library, methods of research, and outside study.

Formal classes will meet four hours daily, six days a week. The rest of the time will be spent preparing research papers and examinations. Graduate students will not be grouped with undergraduates.

Participant Requirements:
The workshops are open to all academic participants, including contract participants, who have had no previous university education in the United States. Non-degree participants whose programs include at least one semester of academic training are eligible.

Participants nominated must meet the minimum English language proficiency requirements in accordance with M.O. 1382.3.

Title: COMMUNICATION WORKSHOPS

Duration: 1 week

Begins: Conducted 30 to 35 times per year.

Placement: Year-round at Michigan Education Association (MEA) Conference Center, Battle Creek, Michigan

Estimated Cost:
Costs will be paid from inter-regional funds.

Training Objectives:
The aim of the Michigan State University Communication Workshops is to help the participant develop his ability to communicate effectively in his home country the knowledge and techniques acquired during his training in the U.S.

Training Content:
The workshops introduce the participants to principles of effective communication and their role in the modernization process. The nature and processes of social change in developing societies, as well as the difficulties experienced by innovators of such change, are presented. The participants are stimulated to examine successes and failures of social and economic change efforts through actual case studies.

Workshop staff, drawn from a variety of interrelated disciplines, function primarily as resource persons and discussion moderators, and assist participants in solving problems they present themselves by identifying factors of a communication, organizational, psychological and technical nature related to problems of development. They attempt to provide the participants with principles which will aid them in adjusting to their professional situations and problems upon their return home.

The emphasis of the seminars is on learning through informal discussions and interaction.

Title: DEVELOPMENT MANAGEMENT SEMINARS

Duration: 2 weeks

Locale: Civil Service Commission
Washington, D. C.

Begins: (To be announced)

Estimated Cost:
Per diem and travel chargeable to PIO/P funds. Tuition is paid from inter-regional funds.

Training Objectives:
The seminar is aimed primarily at alerting the participants to the utility of managerial technology in achieving obje ves within the participants' own sphere of responsibility, as well as working within changing managerial systems they may find upon their return home. The seminar demonstrates the importance of the managerial sciences in achieving the objectives of large scale and complex programs and uses advanced training techniques to maintain a high level in the analysis and solution of priority problems in their work environment, and it will provide for the linkage to carry on follow-up activities in management functions.

Training Content:
The seminar will be practical in nature, and will include individual consultations with experienced staff for the solution of management problems which the participants may experience when they return to their country.

The two-week seminar will run from Monday through Friday of the following week, and will accommodate a maximum of 25 participants.

Participant Requirements:
The seminar has been planned for those participants who already exercise management functions in connection with their technical duties, or are expected to assume managerial responsibilities as a result of the technical training they have received in the U.S.

English proficiency is essential.

Title: MID-WINTER COMMUNITY SEMINARS

Duration: 8-10 days

Begins: During Christmas academic holidays.

Placement: At any one of the approximate 29 Centers in cities throughout the United States.

Estimated Cost:
$100 (Tuition fees, travel and per diem costs are chargeable to PIO/P or contract.)

Training Objectives:
The objectives of the Seminars are to expose the participants to diversified experiences covering aspects of agriculture, industry, labor and local government, and to provide them an opportunity to study, observe and where possible, participate in specific economic or social development projects or activities which draw their support from the popular participation of a large portion of the community's citizens.

Training Content:
The Office of International Training, (SER/IT), AID/W, will arrange and will monitor some seminars, which in 1971 registered 1,024 participants for attendance.

The participant will be assigned to the nearest seminar location which represents a change in geographical and cultural environment from his official training site, in order to expand and deepen his understanding of American society. Assignments also take into consideration nationality, age, field of training and sex to provide a heterogeneous mixing of participants at each center.

The program will include:

A. Seminars on such topics as civil rights, community health, population problems, urban and environmental issues, space science and technology, subjects of current community interest and possible participant participation as contributing volunteers in specific economic or social development projects which draw support from the participation of a large number of the communities' citizens.

B. Home hospitality, and home stays if desired by the participants and convenient to the host families, interspersed with attendance at community or group organized social or cultural activities and sporting events.

C. Field trips in support of above described objectives, as well as to nearby places of historical and/or cultural interest or to nearby sporting events.

Participant Requirements:
The seminars are open to English-speaking participants and priority will be given to unmarried participants who have not previously attended a seminar.

Title: WASHINGTON INTERNATIONAL CENTER
(A Cultural Orientation)

Duration: 1 week
(If high-level Government officials or special teams have limited time in Washington, D.C., one, two or three day programs can be arranged.)

Placement: Washington International Center
Meridian House
1630 Crescent Place, N.W.
Washington, D.C. 20009

Begins: A continuous program throughout the year. Though the participant may enter this program any day of the week, the most advantageous day to begin is Monday.

Estimated Cost:
Per diem chargeable to PIO/P, contract, loan, or block grant. Other costs paid from inter-regional funds.

Training Objectives:
The Washington International Center (WIC) aims to acquaint participants with contemporary life in the United States, so as to ease their adjustment to the American society they are about to enter.

Training Content:
The WIC program consists of a series of seminars covering such topics as the American national character, current life style, educational developments, the political process, race relations and the economy.

An important part of the participants' introduction to the United States is the chance to meet Americans informally and take part in various social activities. The Center's Volunteer service provides escorts to cultural events and also helps the Center's staff with the conduct of the program at the Center itself.

Because of the diversity of countries and cultures represented in the Center program, participants are encouraged to compare and contrast their customs and attitudes with those of others they will meet here.

The majority of Seminar Leaders are from five Washington universities -- American, Catholic, Georgetown, George Washington and Howard. Others come from the Washington press corps, research institutions and such national organizations as the U.S. Chamber of Commerce and the United Automobile Workers.

Participants usually take part in the WIC program during their first week in the United States. A.I.D. participants are scheduled for a full week at the Center.

Participant Requirements:
This program is open to all A.I.D. participants -- contract, non-contract, loan and block grant. Any participant whose funding is derived from A.I.D. resources is automatically eligible for the WIC orientation.

Title: ENGLISH LANGUAGE TRAINING

Duration: (See Below)

Begins: Individuals or groups accepted any time during the year.

Placement: American Language Institute
3605 "O" Street, N.W.
Georgetown University Campus
Washington, D.C. 20007

Estimated Cost:
Per diem chargeable to PIO/P, contract, loan, or block grant. Tuition costs paid from inter-regional funds.

Training Objectives:
The American Language Institute, a division of the School of Languages and Linguistics, Georgetown University, provides a variety of English language programs for A.I.D. participants and other government-sponsored and government-approved foreign students prior to their academic and technical training program in the United States. The training provided is appropriate to the participants' level of English and enables them to demonstrate an adequate knowledge of English to ensure success in meeting the requirements of their technical training program.

Training Content:

A. Short-Term Intensive English Language Instruction (3 - 4 weeks)

This program of 5 hours per day, five days per week, is designed to bring students with minimally acceptable ALI/GU test scores to fully acceptable proficiency in three to four weeks. Specific objectives are:

1. to improve ability to comprehend spoken American English;
2. to increase ability to speak fluently and communicate ideas;
3. to strengthen abilities to read and write; and
4. to provide a general orientation to current U.S. life and culture.

One value of this program is that it provides the student with a brief period in which to adjust to American speech and customs before beginning his program of study.

B. Long-Term Intensive English Language Instruction (4 - 6 months)

This program of 5 hours per day, 5 days per week, is for the student who has had relatively little prior training in English. It is designed to bring the student up to a proficiency level acceptable for academic work at American colleges and universities. As in all its programs, the ALI uses an integrative approach stressing the interrelationship of language skills which means that instruction in reading and writing are begun almost simultaneously with instruction in listening and speaking. At later stages in this program, special instruction is given in strategies for processing printed material, in methods of organizing material for presentation in written form

and, time permitting, in using the resources of an American university library. To give the student additional experience in English toward the end of his program, he can be placed in university courses as an unofficial auditor, especially in courses related to his own field of interest. This program also provides a general orientation to current U.S. life and culture.

C. Reading and Study-Skills / Library Seminar Program (4 - 6 weeks)

This program is for the advanced level academic student who has already attained the requisite level of English language ability. It is designed to give, or improve, study skills necessary for efficient and successful academic work. The student is taught to vary his reading strategy according to different purposes for reading - skimming, surveying, reading in depth, etc. He is taught to use the dictionary effectively and he is given instruction in organizing material for writing. Following a thorough introduction to the resources of the university library, he is guided through the process of writing a research paper. Included in the program is a general orientation to the American university scene; entrance requirements, grading systems, types of examinations, credits, etc.

D. Teacher Training Programs (4 - 12 weeks)

On request, the ALI organizes teacher training programs for groups of foreign teachers of English. These are non-degree, non-credit programs of varying lengths and they are designed to meet the special needs of each group. Where English language skills are weak, language training can be made an integral part of the program. A typical program includes instruction in:

1. methodology of language instruction;
2. English grammar, and
3. English phonology.

Also included are weekly lectures on topics related to the program by professors from the School of Languages and Linguistics and frequent visits to classes in English as a Foreign Language to observe instruction.

Participant Requirements:
This program is open to all A.I.D. participants -- contract, non-contract, loan and block grant. A.I.D. participants are enrolled in the ALIGU English training programs by the SER/IT Development Training Specialists. Participants are recommended for the training by Missions prior to arrival in the United States, or the DTS may enroll participants with questionable English language abilities upon arrival or during the course of initial processing. Participants who do not fall in the above categories can be accommodated at ALIGU through special arrangements by paying a prorated tuition fee.

TECHNICAL CODES

DEFINITION OF TECHNICAL CODES

100 - AGRICULTURE AND NATURAL RESOURCES

110 - Agricultural Education, Extension, and Research

Covers general methodology, organization, and administration in agricultural education (except purely teacher training and vocational agriculture education (620)); agricultural extension and research activities contributing to increased agricultural production and improved rural living. (Research, study, or work involving only a single more specific functional area, such as a specific crop or livestock development or land and water resources, should be coded in the more specific field. Teacher training as such and teaching methods in vocational agriculture and home economics should be coded under education.)

120 - Land and Water Resources

Covers activities in soil conservation, upstream flood control measures, drainage, soil surveys and soil classification, land use, land reform, and programs and activities for the use and disposition of water where the primary purpose is the construction or improvement of dams and irrigation systems for agricultural purposes, and the improvement of irrigation practices, land clearing, and land preparation for irrigation, management and use of irrigated lands under different kinds of irrigation systems. (This category does not cover rural or urban water supply programs which are included under rural wells and potable water (125) and urban potable water (521), or activities under environmental sanitation (520) or hydroelectric projects which are included under power (220).)

121 - Land Resettlement

Covers projects to stimulate and assist desirable agricultural reform, involving land settlement and resettlement objectives. Food and feed may be provided to farmers and their families and their essential foundation livestock while in the process of bringing new land into production or changing existing land use for the social and/or economic development of the country.

125 - Rural Wells and Potable Water

Covers activities related to dug or drilled wells, spring captations, or other sources or safe water for domestic consumption, stockwatering, and other uses in a rural community, including the pumps, piping, storage tanks, and other appurtenances necessary for operation.

130 - Crop and Livestock Development

Covers specific activities for the improved production and development of agricultural crops, including the use of fertilizers, improved seeds, development of new crops, and disease and pest control; all phases of livestock production and management, including disease control and prevention, and production.

140 - Agricultural Economics, Farm Organizations, and Agricultural Credit

Covers functions of farm organizations, agricultural cooperatives, and agricultural credit systems; agricultural economics, including farm management, production economics, agricultural statistics, farm planning and work simplification, and land tenure adjustments.

150 - Agricultural Marketing and Processing

Covers general agricultural marketing, commodity processing, storage problems, and cooperative marketing, including organization, financing, and membership problems.

160 - Home Economics

Covers activities for the application of practical home economics knowledge and techniques to improve family living and more efficient resource utilization with emphasis on rural areas. Such projects deal comprehensively with the triple role of women as homemaker, consumer, and producer and include such activities as: producing, preserving, and preparing food; improving sanitary and physical environment and general health conditions of the home; selecting, making, and caring for clothing and other household articles; caring for and training children; and efforts to increase family income and improve the management of available resources.

165 - Rural Youth

Covers programs such as 4-H Clubs and their activities, with primary emphasis on contributions to improve agricultural production, rural development, and rural living.

170 - Forestry

Covers activities in reforestation, improved forestry management practices, development of forest products, and the establishment and operation of forestry schools.

180 - Fisheries

Covers activities for development of salt and freshwater

fisheries, including fishing techniques, equipment, research, teaching, and special production and marketing problems.

190 - All Other Agriculture and Natural Resources

Covers activities of farm mechanization, operations, maintenance, and care of farm machinery; structure and layout of farm service buildings; farm storage problems; and food and agricultural activities not classified under another functional field.

200 - INDUSTRY AND MINING

210 - Mining and Minerals

Covers activities related to the location, development, and production of all minerals, including petroleum and coal, except projects concerned with management or workers training as defined in industrial management (270) and industrial training (280).

220 - Power

Covers activities related to planning, design, establishment, and/or operations of facilities for the generation and transmission of electric power for commercial distribution, except activities concerned solely with management or worker training as outlined in 270 and 280. Includes dams for which power is the predominant purpose.

225 - Communications

Covers activities related to the planning, design, establishment and/or operations of telephone, telegraph, radio, television, and related special purpose facilities for point-to-point or mass communications.

230 - Manufacturing and Processing

Covers activities related to all manufacturing and processing installations and techniques, except fertilizer (231), pesticides and other plant chemicals (232), food processing and fortification (223), food storage and refrigeration (234), and projects concerned solely with management or worker training as outlined in 270 and 280.

231 - Fertilizer Production

Covers activities related to the manufacturing and processing of fertilizer, except projects concerned solely with management or worker training as outlined in 270 and 280.

232 - Pesticides and Other Plant Chemicals

Covers activities related to the manufacturing and processing of pesticides, and other plant chemicals, except projects concerned solely with management or worker training as outlined in 270 and 280.

233 - Food Processing and Fortification

Covers activities concerning the planning, engineering, construction, and management of techniques and facilities for industrial food processing and related operations, including but not limited to fruit and vegetable products, sea foods, meats, dairy, and bakery products. Includes the fortification of foods with vitamins and minerals.

234 - Food Storage and Refrigeration

Covers activities related to the planning, engineering, construction, and management of facilities for food storage and refrigeration, e.g., grain treatment and storage, ice and other refrigerant manufacture, and industrial food storage and refrigeration facilities.

240 - Service Industries

Covers all service industries not elsewhere classified, such as banking, credit firms and associations, insurance, printing, and publishing.

250 - Engineering and Construction

Covers activities requiring professional engineering or construction services not confined to specific activities included under any other functional area. (See codes for specific industry, agriculture, land use, water, housing, etc.)

260 - Marketing and Distribution

Covers activities related to the marketing and distribution of processed consumer and durable goods.

270 - Industrial Management

Covers activities primarily devoted to any or all aspects of industrial management including organization and policy, financial management and controls, personnel management, executive development, production techniques, research and development, productivity measurement; and also such subjects as labor management relations, human relations in industry, job analysis, etc., where the participating foreign nationals are at the management or supervisory level.

280 - Industrial Training

Covers activities for acquisition or improvement of industrial research, manufacturing, engineering, construction, and mining skills including technical aids media.

290 - All Other Industry and Mining

Covers industry and mining activities not classified under another functional field.

300 - TRANSPORTATION

310 - Highways

Covers activities on highway bridges, highway transportation, equipment, highway improvement and maintenance, development road construction, and highway safety studies.

320 - Urban Transit and Traffic Engineering

Covers projects related to operation and maintenance of urban transit systems, such as motorbus, trolleybus, streetcar, and any other means employed to transport urban traffic, traffic counts, and economic and design studies.

330 - Railways

Covers projects for railway surveys, maintenance of way, motive power and rolling stock, signals and communications, and railway repair and construction shops.

340 - Port Facilities and Harbor Improvements

Covers projects on cargo handling and storage, dredging, piers, and warehouses.

350 - Inland Waterways

Covers projects for all phases of development, construction, expansion, or maintenance of inland waterways.

360 - Ship Operations

Covers projects on navigational aids and other technical services relating to maritime administration.

370 - Air Transport

Covers projects on airport design and development, navigational aids, air safety, and airport operations.

390 - All Other Transportation

Covers transportation projects not classified under another functional field.

400 - LABOR

410 - Labor and Trade Union Leadership

Covers trade union leadership training (general); trade union development, structure, operation, organization, and administration; workers' education; establishment and operation of labor education centers and training of individuals in techniques; collective bargaining, contractual, and grievance procedures as trade union activities and techniques.

420 - Apprenticeship and In-service Training for Workers

Covers training sponsored by government agencies concerned with workers' training or by labor union organizations.

430 - Labor Productivity

Covers trade union economic research, trade union engineering, job evaluation and classification, wage incentive, and employment and technological change, when the participating foreign nationals are primarily a labor team, though it may include supervisory or management members.

440 - Labor-management Relations

Covers collective bargaining, mediation, conciliation, arbitration, trade union university training (Industrial Relations Schools, etc.), and community industrial programs, when the participating foreign nationals are primarily a labor team, though it may include supervisory or management members.

450 - Labor and Social Legislation

Covers labor standars (general), minimum wage and hour laws, women's and children's labor laws, workmen's compensation, unemployment compensation, and social insurance. Other forms of social security, such as pension systems, as classified under social welfare (820) or (821).

460 - Manpower Utilization

Covers employment service operations; special manpower supply and demand surveys and labor market information; programs dealing with special categories of workers such as highly skilled, high-level scientific and technical, women, minorities, and the handicapped.

470 - Industrial Safety and Hygiene

Covers administration of statutory provisions on industrial safety and hygiene, safety facilities in industrial plants, and trade union safety programs.

480 - Workers' Cooperatives - Housing and Trade Union Welfare Activities

Covers workers' consumer and producer cooperatives, workers' (union-sponsored and cooperative) housing, and trade union welfare schemes.

490 - All Other Labor

Covers labor projects not classified under another specific functional field, including all types of labor statistics except those covered under manpower utilization (460).

500 - HEALTH AND SANITATION

510 - Control of Specific Diseases

Covers research activities and all campaign or emergency-type activities that are carried out separately, apart from regular health center or related activities.

520 - Environmental Sanitation

Covers sewerage systems, garbage disposal, rat control, privy construction, laundries, public baths, markets, slaughterhouses, and related engineering plans and surveys.

521 - Urban Potable Water

Covers activities related to public utilities which collect, process, and distribute potable water to the premises of domestic and industrial consumers in an urban community. Activities include, but are not limited to, the planning, design, and installation of systems; the operation and maintenance of completed systems; and the training of personnel concerned with the development of institutions to carry out these functions.

530 - Health Facilities - Operation of and Advisory Services to

Covers health centers, hospitals, clinics, laboratories, dispensaries, subposts, and mobile units, not covered under other specific functional codes in health and sanitation.

531 - Maternal/Child (Infant and Preschool Children)

Covers projects to assist pregnant and nursing mothers by

providing them with needed foods and other services at insitutions such as clinics, hospitals, and community centers.

540 - Health Training and Education

Covers local training courses which are set up as activities and require professional and subprofessional personnel (physicians, sanitary engineers, nurses, laboratory technicians, sanitary inspectors, nurse aides) and activities for assistance to nursing, medical, and engineering schools, and health education projects, including contracts with colleges and universities.

550 - Health Facilities, Construction, Remodeling, Equipment

Covers construction, remodeling, repairs, maintenance, supplies and equipment of health facilities such as hospitals, health centers, laboratories, and similiar facilities.

560 - Nutrition

Covers activities to improve health through better nutrition: improvement in agricultural and food technology, e.g., food surveys to provide reliable information on the nature and extent of existing malnutrition, levels of consumption, food patterns, consumption of foods commonly consumed, and availability of food to provide an adequate diet; educational programs for the general population to increase consumption of high quality nutritious foods, training nutritionists and other professionals involved in health or food production and utilization programs, i.e., doctors, health workers, teachers, agriculturalists, home economists, and community development workers; the provision of foods and other assistance to improve handling, preparation, preservation, and utilization processes.

570 - Population Studies

Covers projects designed to increase knowledge about levels and trends of population growth and their determinants and consequences. Such activities include registration, surveys, and analyses of vital statistics as well as studies of public knowledge, attitudes, and practices related to family planning. Excludes epidemiological studies of mortality trends by specific cause of death, which are included under control of specific diseases (510) and decennial censuses included under statistics - general and census (780).

580 - Family Planning

Covers projects designed to reduce the population growth rate or to limit family size as necessary, feasible, or

desired by individual families as well as their governments.

590 - All Other Health and Sanitation

Covers all other health and sanitation projects not classified under any other specific functional field.

600 - EDUCATION

610 - Technical Education

Covers activities dealing with improvement and expansion of education facilities for trade and industrial education, including training of teachers of vocational education for all levels, and establishment and improvement of vocational and trade schools.

620 - Vocational Agriculture Education

Covers activities for expanding and improving the teaching of agriculture at elementary and secondary levels, including preparation of teachers of vocational agriculture and improvement of agricultural schools.

630 - Home Economics Education

Covers projects for expanding and improving the teaching of home economics in elementary and secondary schools, and training of teachers of home economics for all levels.

640 - Elementary Education

Covers projects for improving basic education, including expansion and improvement of elementary school facilities and equipment, adaptation of curriculum and textbooks to local needs, and training of elementary school teachers.

650 - Secondary Education

Covers projects for expanding and improving general education opportunities at the secondary level, including improvement of teaching methods, textbooks, curriculum, school facilities and equipment, and training of secondary school teachers.

660 - Professional and Higher Education

Covers projects for improving educational opportunities at advanced levels, in such fields as education or engineering, including establishment and improvement of university facilities and advanced training of instructors and professors, and university contracts related to education proper. Activities for training in public administration, agriculture, public health, etc., are classified under the appropriate

related functional field.

670 - Fundamental Audit and Community Education

Covers projects for improving and expanding educational opportunities for fundamental education and general adult education, including community schools.

680 - Educational Administration

Covers projects for improving educational administration, including reorganization of school systems, training of school administrators, and improving methods of educational finance, compilation of educational statistics, and activities in educational research.

690 - All Other Education

Covers educational projects not classified under any other specific functional field.

700 - PUBLIC SAFETY AND PUBLIC ADMINISTRATION

710 - Public Safety

Covers projects designed to improve management, organization, and operation of public safety organizations. In addition to the usual police functions of protection of life and property, crime prevention and detection, regulation of traffic, an activity may embrace assistance in related fields including border patrol, prison administration, coast guard functions, operation of countrywide police communications networks, maintenance of national personnel registries and personnel identification systems, fire fighting and fire prevention, and a variety of other regulatory functions.

720 - Government-wide Organization and Management

Covers projects aimed at improving organization and management in fields which are government-wide in application, scope, or effect, whether at Federal, State, or local levels. Includes "Hoover Commission" type surveys or reconnaissance surveys of public administration problems, organization, or management projects which cut across more than one government agency, organization and management of economic development programs excluding development planning (795) and government-wide organization, analysis, and planning.

730 - Public Personnel Administration

Covers projects dealing with recruitment and testing, classification and pay, motivation and morale, personnel legislation, human relations, and other civil service activities.

740 - Organization and Management of Particular Ministries

Covers projects aimed at improving management of particular ministries, programs, or levels of government such as improving organization and methods in substantive (agriculture, health, education, etc) ministries, organization and management of government corporations, central-state-local relations, and local government functions, etc. Activities designed to provide substantive support of a governmental organization are classified under the specific related activity.

750 - Public Budgeting and Finance Administration

Covers projects dealing with government budgeting, accounting, auditing, fiscal analysis and economic planning, taxation, public debt management, tariffs, customs administration, and government banking and credit activities.

760 - Administrative Services

Covers projects aimed at improving government administration, records administration, library administration, and office management and services such as business machines, filing, microfilming, mail and messenger service, printing and reproduction, space, lighting and ventilation, and forms control and design.

770 - Organization and Administration of Institutes or Schools for Public or Business Administration

Covers projects designed to improve facilities for training and education in public and business administration and associated activities involving research and consultation services, including university-to-university contracts in the fields of public and business administration.

780 - Statistics - General and Census

Covers projects to improve general government statistics and census statistics. Other activities in the fields of statistics are classified under the appropriate related functional field.

790 - All Other Public Administration

Covers public administration projects not classified under any other specific functional field.

800 - COMMUNITY DEVELOPMENT, SOCIAL WELFARE, AND HOUSING

810 - Community Development

Covers projects with a unified overall approach to the

problems of raising living standards at the community or village level through the application of community development processes, and provides for participation of the people in both planning and carrying out organized self-help undertakings. Activities of a more specialized nature are classified under the appropriate related functional field.

820 - Social Welfare, Institutional

Covers activities to provide food and other assistance to needy residents of institutions who, because of their economic status, are unable to pay the full charge of the assistance provided. These institutions are nonpenal, noneducational, public or nonprofit private establishments operated for charitable or welfare purposes where needy persons reside and receive meals and other assistance, e.g., homes for the aged, orphanages, and summer camps.

821 - Social Welfare, Noninstitutional

Covers activities to provide food and other assistance to needy persons living in family groups outside of institutions who are in need of their economic condition. Wherever possible the recipients engage in self-help activities in return for the food and other assistance received; the activities are nonreligious; are of benefit to the recipients, their families, and communities; and are organized and supervised.

825 - Youth

Covers projects concerned specifically with youth leadership training including related activities other than rural youth.

830 - Housing

Covers projects with a primary aim to accomplish nonrural shelter improvement except activities directly related to improvement of manufacturing and construction activities, engineering, and construction (250). Includes training, survey, investigation, advice, planning, and actual demonstrations for all types of private enterprise or public housing; activities aimed at improved housing policy or legislation and government organization for implementation; housing finance and management; architectural and planning design of housing; activities in housing economics and statistics, and in research and development.

840 - Self-help Housing

Covers projects of home building or improvement with the maximum utilization of family or community labor, and government programs aimed at sponsoring activities of this type.

850 - Supporting Projects, Housing

Covers projects which form an essential part of a major housing goal having its principal support from the cooperating government and its principal costs borne other than by assistance.

860 - Emergency Housing

Covers projects particularly related to disasters or major upheavals as distinct from usual, continuing housing activities.

890 - All Other Housing

Covers housing projects not classified under any other functional field.

900 - GENERAL AND MISCELLANEOUS

Private Enterprise, Promotion (900-950)

910 - Development and Investment Centers

Covers projects related to local institutions providing technical services to private enterprise (feasibility surveys, preparation of prospectuses and loan applications, advice to owners of industrial and service establishments on management and marketing skills, and attracting local and foreign investment).

920 - Development Banking and Investment Credit Facilities

Covers projects related to industrial credit institutions (small industry credits, guaranties, development corporation lending, and development banks).

930 - Surveys of the Private Investment Situation and Specific Opportunities

Covers projects related to general surveys of investment climate, industrial possibilities, investment plans, entrepreneurial interests, government procedures, and other factors relating to investment potential. An example would be where the government requests help in determining how to open the private sector of the economy to broader opportunities for local and foreign businessmen and a team is supplied to report on the investment climate, tax laws, import restrictions, investment incentives, specific areas of possible industrial development, need for development institutions, and related matters.

940 - Industrial Districts

Covers projects related to the planning, establishment, and management of industrial districts or to provide land, buildings, and technical advice on parks constituting groups of diversified industries (manufacturing, utilities, and supporting services).

950 - All Other Private Enterprise.

Covers activities not listed above as surveys in insurance, credit rating, security exchange, product design and other fields, e.g., insurance, banking, market surveys, encouragement for the establishment or program activities of chambers of commerce, trade associations, and associations of manufacturers.

Other (960-980)

960 - Communications Media

Covers projects with the main purpose of spreading knowledge-any kind of knowledge - faster, farther, and more effectively. Generally it applies to activities for audio-visual support of various Mission programs or for improving communications media - broadcasting, graphic arts, motion pictures, publications, etc. Activities with the primary purpose of improving public services in individual technical fields, e.g., agriculture, health, and education are classified where practicable under the appropriate technical field. Excludes special-purpose activities such as point-to-point communications, telephony, aircraft, weather communications, photogrammetry, and the like which do not entail communications media or audiovisual education.

970 - Supply Services

Covers projects involving the conveying of advice to the cooperating country on any phase of supply management.

980 - Peaceful Uses of Atomic Energy

Covers projects concerned primarily with the peaceful use of atomic energy. When the use of atomic energy is of secondary importance and is only a segment of an activity, the activity is classified under the appropriate related function.

990 - All Other, General and Miscellaneous

Covers projects not classified under any other functional field and multifield activities in which the predominant functional field cannot be determined.

ATTENTION CONTRIBUTORS AND USERS OF THIS GUIDE

(Provided below is the format for including new training programs in the "Development Training Guide".)

As stated earlier in the Guide, only a small fraction of the number of training opportunities available in the United States are included in this edition. Therefore, contributors and users of the Guide are urged to submit information for possible inclusion in future editions or supplements to the 1972 edition. New programs, and also information about known changes in or cancellation of programs in the 1972 Guide, should be sent to:

Editor, Development Training Guide
Office of International Training
SER/IT/TS/URCT
Agency for International Development
Department of State (SA-5)
Washington, D. C. 20523

New programs submitted should include the following information:

* * * * * * * * * * * * * *

Title & Code:

Duration: Locale:

Begins:

Ends :

Estimated PIO/P Cost: (excluding international travel)

Development Objectives:

Training Plan:

Candidate Requirements:

Other Considerations:
Nomination Deadline:
Documentation to AID/W:
English Language Requirements:
Academic Transcript Requirement:

* * * * * * * * * * * * * *

Your interest and assistance will help to make this a more complete, timely and accurate resource of training opportunities available in the United States.

THANK YOU FOR YOUR COOPERATION!

DEVELOPMENT TRAINING GUIDE

ORDER BLANK

* * * * * *

If you are interested in receiving a copy or additional copies of the "Development Training Guide - 1972", please complete the order blank provided below and mail to the address indicated in the order blank. As we have a limited supply of the 1972 Guide, requests will be filled on a first-come first-serve basis.

* * * * * *

Mail Coupon to: Editor, Development Training Guide
Office of International Training
SER/IT/TS/URCT
Agency for International Development
Department of State (SA-5)
Washington, D.C. 20523

Please send me _____ copy/ies of the Guide addressed to:

Name _____

Organization _____

Street Address _____

City _____ State _____

Zip Code _____ Country _____