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UNITED STATES INTERNATIONAL DEVELOPMENT COOPERATION AGENCY  
AGENCY FOR INTERNATIONAL DEVELOPMENT  
WASHINGTON D C 20523

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MEMORANDUM

MAR 16 1984

TO: Workshop Participants *Leila Mogannam*  
FROM: Leila Mogannam, S&T/IT NE Area Coordinator  
SUBJECT: Report on NE Participant Training Workshop, November 5-10, 1983

Attached is the final report on the Near East Participant Training Workshop held in Cairo, November 5-10, 1983. The report was prepared by our consultant, Herb Roberts.

This package also includes:

- (a) the workshop agenda
- (b) a list of workshop attendees
- (c) an evaluation of workshop sessions

The evaluations indicated that the workshop was of some benefit to most participants. We are hoping to conduct a regional training workshop similar to this every couple of years in order to maintain an active network of training officers and to provide regular updatings of participant training policies and procedures. We are therefore tentatively planning to schedule another NE training workshop in FY 86 to be held in Washington, D.C.

We will, however, be in communication with you on a number of issues long before that.

If you have questions or comments about any of the attached documents, please let me know.

Attachments

R E P O R T

on the

NEAR EAST PARTICIPANT TRAINING WORKSHOP

November 5 - 10, 1983

Ramses Hilton

Cairo, Egypt

Agency for International Development

Washington, D.C.

## Reception

Saturday, November 5

The Near East Participant Training Workshop, hosted by USAID Cairo, began with a reception at the Ramses Hilton Hotel in Cairo on Saturday, November 5. It was attended by FSN Training Officers, USAID Program Officers, Human Resources Officers, Project Managers and contractors from Egypt, Jordan, Yemen, Morocco, Cyprus, Portugal and Chad. A list of the attendees is attached as Appendix A.

## Workshop

Sunday, November 6

The Workshop began on Sunday, November 6 with official greetings from Dr. Adolph Wilburn, USAID Cairo's Director for Education and Training. These were followed by opening remarks by Ms. Dona Wolf, Director of the AID Office of International Training and Mr. Tom Chapman of the N.E. Bureau who conveyed greetings from Ms. Toni Ford, the N.E. Bureau Director, who was unable to attend.

### N. E. Strategy

Although there was much active participation and discussion in most of the agenda items, the workshop kept relatively close to the printed schedule throughout the week. Of the topics covered on Sunday, the attendees were especially interested in Mr. Chapman's unofficial listing of the N.E. Bureau's development strategy priorities for the remainder of the 1980s. These are:

- o Population
- o Urban development
- o Water development
- o Basic education and technical training
- o Industry
- o Agriculture

Those attending were also interested in his report on the areas that would be deemphasised, including:

- o Basic research
- o Health services except population
- o Rural development
- o Environmental degradation (as separate projects)
- o Nutrition

- o Women in Development (as separate projects)
- o Conventional energy
- o New irrigation activities
- o Afforestation
- o Capital infrastructure (except in Egypt)

Based on these priorities and areas of deemphasis, Mr. Chapman indicated the following training strategies for participant training:

- o General training projects will be expanded, both in number and importance.
- o Academic and technical training will increase, and in certain cases, spouse training will be authorized.
- o Host countries will be encouraged to develop their capacity to manage their overseas training activities, utilizing a variety of modalities (Oman's use of its embassy in Washington to manage U.S. participants is an example).
- o AID/W will assist the N. E. countries to develop their manpower assessment capabilities, improve their systems for keeping records on persons already trained, and initiate and maintain utilization oriented follow-up activities.
- o AID/W will continue to support and encourage training in regional institutions such as AUB and AUC. Support will be forthcoming for private sector training.
- o The N.E. Bureau will develop a guide to third country training available in the region.

#### Participant Qualifications

The Egypt Mission questioned the practice of programming agents enrolling participants in U.S. universities who may be unqualified for academic training. It was pointed out by both Partners and USDA that almost any participant can be placed in a university. If a Mission knows in advance that a participant is not qualified, the Mission should not rely on the programming agents to provide a turn-down. If the need to send the participant is politically sensitive, then the Mission should indicate this to AID/W so that this can be taken into consideration in the placement process.

USAID Morocco raised the point that some AETR's do not reflect an accurate appraisal of the participant's progress. They cited an example where previous AETRs indicated good progress and then the final AETR suggested an extension. Ms. Bidaoui suggested that faculty advisors should be encouraged to provide more careful progress appraisals in their AETRs.

### Management Training

The last topic on Sunday was short term management training. It was pointed out that there are a large number of programs available in this field and that S&T/IT is currently looking at several which can be used. USAID Egypt suggested that management activities are so culturally specific that the value of programs with a strong U.S. orientation might be of limited value to the developing countries. S&T/IT indicated that the management training under review was not management technique but rather re-entry type courses to help participants relate to their colleagues upon return to their countries and to make better use of the ideas and skills they acquired during training.

### Monday, November 7

#### Middle Income Countries

A number of countries are now approaching "graduate" or middle income status. These countries will be making larger financial contributions to training and other assistance activities in the future.

Tunisia which has over 2,000 returned participants was cited as an example of a graduating country. Tunisia will now share the cost of training another 1,000 participants in the U.S. These participants will be placed and monitored by the Tunisian Embassy in Washington.

Oman places and monitors participants in the U.S. through the Joint Omani/American Commission. AID/W provides partial reimbursement for the cost of this training.

Cyprus has recently established a program which provides partial scholarships for selected students demonstrating financial need. The scholarships provide a maximum of \$6,000, or roughly the amount spent on the maintenance allowance of a fully funded participant for one year. The partial scholarship program is very popular. It is managed by AMIDEAST.

Since one of the N.E. Bureau training strategies is to encourage graduating and other countries to develop capacity to manage their own overseas training activities, S&T/IT may wish to obtain information from all of the regions on the different training modalities now being used or developed.

#### Third Country Training

Considerable discussion was held on Third Country Training. An issues paper containing the following topics was discussed:

- o Training costs
- o Language
- o Processing and administrative support
- o Appropriate technology
- o Reduction of culture shock
- o Quality of training
- o Acceptability

USAID Egypt pointed out that the guidance provided by Handbook 10 is no longer useful because conditions in both the training countries and the Missions have changed substantially since this chapter was written. The USAID Chad representative said that his Mission had sent participants to several third countries and had encountered a number of administrative problems.

Mr. Hurley, because of his many helpful suggestions, was invited to annotate a copy of Chapter 7 for use in the Handbook revisions currently underway in S&T/IT.

The consensus of the group was that IT should look at the mechanisms used to manage third country training and, where appropriate, help receiving countries develop their own capacity to manage this activity.

#### N.E. Training Directory

Mr. Chapman mentioned that the N.E. Bureau will publish a directory of training facilities in Egypt, Morocco, Tunisia, Jordan, Lebanon, Yemen, Saudi Arabia, Bahrain and Kuwait covering training in both academic and technical areas. He said that the directory will be ready around the beginning of FY-85.

It was suggested that the directory might be easier to update and use if it was produced on diskettes for the Wang and other micro-computer systems.

#### Brain Drain Issues

Mr. John Ratigan, U.S. Consul in Cairo, spoke to the group on the "brain drain" issue. He said that Egypt has no agreements with the U.S. on the two year foreign residence requirement for persons completing training on a J-1 visa. He noted that most Egyptians trained abroad return upon completion of their programs but that many, at some subsequent time, may take employment in other Arab countries (i.e., in the Gulf area where the prevailing wages are considerably higher than in Egypt). As a general rule, the Egyptian Government encourages the export of trained personnel because they serve as generators of foreign currency remittances to Egypt.

There was some discussion of the various kinds of visas and about proposed legislation requiring that the two year foreign residence requirement be added to the F-1 visa. Mr. Ratigan's office makes an effort to insure that all AID financed participants are issued J-1 visas.

### Invitational Travel

Considerable discussion took place on this topic. There was some feeling among the group that despite its drawbacks, invitational travel is used in some cases to avoid the more detailed and time consuming PIO/P procedures.

USAID Cairo suggested that there should be only three kinds of participants, academic, technical and invitational travel, and that all be issued J-1 visas. Individuals going to the U.S. under invitational travel arrangements are issued B-1 visas.

It was pointed out by several attendees that although some persons going to the U.S. under invitational travel should properly be sent on PIO/Ps, limiting invitational travel to training only would raise numerous issues because of the many purposes for which invitational travel is authorized and the wide range of persons travelling at the invitation of the U.S. Government (i.e., host country officials, third country nationals, host country nationals holding "green cards" and others).

It was the consensus of the workshop that the practice of using invitational travel as a substitute for PIO/Ps should be examined and guidelines be issued to insure that all persons going to the U.S. primarily for training be covered by funded-or, in the case of contractors, non-funded PIO/Ps.

### Bureau of Census Training

Dr. Kenneth Bryson discussed training available through the U.S. Census Bureau's RSSA with AID. This topic was of marginal interest because of the limited demand for census training in the countries represented at the workshop.

### Tuesday, November 8

Beginning on Tuesday, the workshop was opened to AID contractors. Over a dozen contractors were represented at different times during the next three days.

### Academic Training

The Tuesday session began with a discussion on academic training. Chapter 3 of Handbook 10 was discussed and the consensus was that paragraph 6.a., with the exception of the need for clarification on when the ALIGU, TOEFL, GRE and GMAT exams are required, needs little modification. Some of the attendees indicated that they would like better guidelines as to when these exams are required. Ms. Pamela McCloud, representing Partners, said

that management schools requiring the TOEFL and GRE exams will sometimes accept a participant with good ALIGU scores and may defer the GRE until a later date. However, schools requiring the GMAT will usually not defer this exam.

Mr. Dave Winkelmann, representing USDA, stressed the need for complete PIO/Ps, transcripts and other documents including letters of recommendation when requested. Mr. Winkelmann also said that if a Mission has a strong reason for requesting a particular school, this should be indicated in the PIO/P. Unless a Mission has an overriding reason to send a participant to a particular school, USDA will select the school based on its knowledge of the courses offered, research facilities available, opportunities for practical experience and professors willing to work with participants.

It was also mentioned that AETRs sometimes show that a participant is carrying less than a full load. When such AETRs are reviewed by the placement agents, the reason for the light load should be determined and the university asked to increase the number of hours in subsequent semesters if need be to keep the participant on schedule.

It was apparent throughout the discussion that several of the contractors were unaware of Handbook 10 and their role in the participant training process. Several indicated that they would like more information. One contractor who was not aware of AID's requirements tried to be helpful on the project by placing a participant only to have the school he had selected rejected by the placement agent.

Mr. Fales of the Cairo Mission invited the contractors to meet with him at an early date to review their role in the participant training process.

#### Academic Credentials

Ms. Hattie Jarmon's video tape on academic credentials was followed by a discussion of the role of her office in reviewing participants' academic transcripts.

Ms. Jarmon's office maintains detailed information on the coursework required in many foreign academic programs and on the quality of foreign degrees. She advises placement agents, university admissions officers and organizations such as AACRAO on these matters and contributes data for publications on the evaluation of foreign academic credentials. Although her office is well acquainted with the schools and credentials earned by many of the participants, usually less is known in the developing countries about U.S. degree requirements which raises questions concerning the acceptance of U.S. credentials.

S&T/IT can help in those countries where U.S. credentials acceptance is a problem by providing university catalogs, university accreditation packages and other information to assist country education officials evaluate U.S. educational institutions and degrees.

One of the attendees mentioned that the Cultural Affairs Office of the State Department used to provide certified translations of U.S. degrees and that this was very helpful to participants in having the degree accepted in their home country. It would be useful if this practice could be resumed for those countries where there is an equivalency problem.

### English Language Training

Much of the discussion on English language training revolved around the use of the ALIGU test. Ms. Wolf mentioned that S&T/IT places much importance on the need for English language training and is currently carrying out a study of language training costs in U.S. institutions. Future studies will encompass English language training costs overseas.

John Hafenrichter, who is in charge of English language training for USAID Cairo, said that he would like to know whether S&T/IT plans to continue the use of the ALIGU test since the majority of U.S. universities now require the TOEFL test. He would also like to know what new forms of the test ALIGU has for the Missions and when he will receive copies of these forms for use in the testing program at the American University of Cairo (AUC) He also noted that ALIGU is a fair to good predictor of scores on the TOEFL.

Mr. Fales suggested that the ALIGU test methodology might be outmoded and therefore affecting the reliability of the test. He believes that the ALIGU usage test may be a reliable measure for those persons who possess higher level skills but that it may not have much value in trying to determine the language skills of participants being proposed for technical training. Ms. McCloud said that this may also be a problem with the TOEFL test.

Contractor Dr. Robert E. Andreyka of RCA's Productivity and Vocational Training Center believes that AID's overall English language training and testing efforts are aimed primarily at academic participants. He expressed his opinion that the minimum scores on the ALIGU test are far too high for his short term highly technical participants who will be training in most cases on a one-to-one basis with their technical counterparts.

Although there appeared to be considerable disagreement among the attendees with his position, there was enough support, especially among other contractors who send participants for short term technical training, that a look at AID's overall testing program was warranted.

Mr. Fales discussed the use of AUC to train and test participants. AUC uses the Michigan test to determine the level of entrance into the English program and administers both the ALIGU and TOEFL tests for AID participants. Test security is good as AUC is the only facility that administers the ALIGU test in Egypt. However, AUC does not administer the oral portion of the ALIGU test. The reason for this was stated as being justified on the basis of cost. The programming agents (USDA and Partners) indicated that it might be easier to obtain placement in some cases if the ALIGU results covered all parts of the exam.

#### Maintenance Allowances

The maintenance allowance rates listed in Handbook 10 and the provisions for requesting exceptions to the rates were discussed. Ms. Wolf explained that the academic rates are based on an annual survey done by the Institute of International Education (IIE) and that these appear to be maintained at an adequate level.

Several of the attendees questioned the adequacy of the current \$50.00 per day transit rate and suggested that this should be raised to keep in line with increasing rates for accommodations. The programming agents were asked to pay particular attention to where participants were lodged so that participants would not be placed in hotels far beyond their means. Some of the FSN Training Officers indicated that their participants had brought back hotel receipts showing room costs far in excess of their daily per diem. Mr. Winkelmann agreed that some hotel rates are high but also suggested that if accommodation costs are averaged over the period of the participants' stay, the current rate would be close to adequate.

#### Technical Training

This topic was discussed briefly by Mr. Robert Haladay and Mr. Nasr Nasr of USAID Jordan and Ms. McCloud of Partners. No significant issues were raised.

#### AUC Briefing on English Language and Management Programs

In response to a gracious invitation by Vice President T. Moyer Hunsberger, the workshop attendees visited AUC for lunch and a briefing on the role of the university in providing English language training and testing for USAID Cairo. Some participants also enjoyed a tour of the campus.

In response to Dr. Hunsberger's welcoming remarks, Ms. Wolf thanked Dr. Hunsberger for the opportunity to visit the university and expressed appreciation for the university's active role in AID's English language program. Ms. Wolf asked each member of the workshop group to introduce herself or himself and this was reciprocated by Dr. Hunsberger who introduced the members of his staff present at the lunch.

Dr. Hunsberger gave a brief summary of the university's history, pointing out that it was established in 1919 as an American style liberal arts education primarily for Egyptian students. The university currently has an enrollment of about 2,400 students who are studying at the Bachelor and Master degree levels. The university does not offer the Ph.D. Dr. Hunsberger pointed out that the university has an interesting faculty composition with Middle East faculty holding degrees in many cases from Western universities and American and European faculty members with education and degrees from Middle East schools.

Dr. Hunsberger noted that under the terms of an agreement with the Egyptian Government, the student body must be at least 75% Egyptian while the remaining 25% is open to foreign students. In practice, many of the non-Egyptians come from other Arab countries in the region and a small percentage comes from Europe and the U.S. The tuition for foreign students is the equivalent of \$4,000 per year which serves, in effect, as a subsidy for the Egyptian students who pay 900 Egyptian pounds.

AID has been a strong and consistent supporter of the university and has provided financial assistance even through the period when there were no diplomatic relations between Egypt and the U.S. The university has been able to reduce its requirement for AID assistance over the past years and is currently conducting a \$22,000,000 fund raising activity.

The university supports participant training in concept and in practice through its language and testing program.

Wednesday, November 9

HAC and Medical Certification

Because PIO/P funded participants sent for training by the Missions are automatically enrolled in the HAC program, much of this discussion was aimed at AID contractors. In some cases, the contractors indicated that they were not aware of the medical certification and HAC requirements and that information on these activities had not been distributed to them. Each contractor was given a sample of the HAC enrollment card, copies of the claims forms and the booklet describing the extent of HAC coverage. The point was made that in those cases where a participant must be enrolled in a university or other obligatory training institution insurance program, HAC would pay outstanding claims only after all payments eligible under the other coverage had been exhausted.

The medical certification requirements outlined in Handbook 10 were discussed. Mr. Fales of USAID Cairo would like to receive a summary of the kinds of illnesses which led to claims by the Egyptian participants so that

this information can be used in conjunction with the medical certification of the Egyptian participants. Should certain illness consistently affect the Egyptians, corrective action might be possible before the participants reach the U.S.

It was also noted that health and accident coverage can be obtained through the Hinchcliff Insurance Company in New York. It is very questionable, however, as to the number of participants who actually obtain that coverage. The feeling is that most do not. For this reason, Mr. Fales suggested that AID should consider extending coverage to all participants' dependents and also to participants who for some reason or other are permitted by the Mission to remain in the U.S. beyond the duration of their funded program on a non-funded PIO/P. There was much support for this position and S&T/IT may wish to explore the possibility of extending the HAC coverage as indicated above.

#### Pre-Departure Orientation

There was considerable discussion of this subject and some indication among the attendees that the Washington International Center (WIC) program might benefit from review and some restructuring. Ms. Bidaoui of USAID Morocco expressed the opinion that some of the WIC brochures and presentations may be too simplistic for participants coming from "graduate" or near graduate status countries. WIC also appeared unwilling when asked by an FSN Training Officer to allow any of its orientation brochures to be shared with participants before their departure for training. It was also mentioned that WIC's program of meeting participants at the airports should be looked at as some participants are not met and others, although met, are greeted and then turned loose to find their way in completely unfamiliar surroundings.

It was pointed out by one of the Egyptian FSN training staff that if WIC is to play its most useful role, the participants must be met at the airport and assisted through some of their first contacts in the U.S. She referred to her own arrival where she was not met and was not able to find WIC. Even the taxi driver has great difficulty. She indicated that this had a traumatic effect upon her and clearly colored the usefulness of the remainder of her program and her perceptions of the U.S.

Clearly WIC is not for everyone. In addition to S&T/IT and WIC's new executive director taking a look at the content and presentation of its program and at the level and reliability of its reception services, it was suggested that the Missions themselves identify those participants who clearly require (or do not require) WIC assistance to get them properly started on their training program.

### Follow-Up and Evaluation

Mr. Fales distributed and discussed a very thorough four volume evaluation of the returned Egyptian participants. The evaluation showed that there was a high correlation between the participants' knowledge of English and their level of success in training and that younger participants tended to have a more successful training program than older participants.

Mr. Fales expressed the view that the evaluation produced little information which was not already known, intuitively or expressly, and questioned the need for future exhaustive participant evaluation studies.

Copies of the USAID Cairo participant evaluation study are available upon request from Mr. Fales.

### Participant Training Information Systems:

The remainder of the morning was devoted to discussion of the PTIS systems in S&T/IT, USAID Santo Domingo as a possible model for other Missions, and in Cairo.

#### Washington and Santo Domingo

Copies of PTIS printouts showing the names of the participants from the FSN Training Officers' countries were given to them for review. They were apprised of the kind of information contained in the S&T/IT data base and of the use made of this information in connection with the credentials, visa, HAC and other programs and AID/W information requirements. The FSNs were invited to compare these participant lists upon return to their Missions and to request additional information they might require from S&T/IT or to return revised lists to S&T/IT for correction of its data base.

Following the PTIS discussion, Mr. Roberts presented the participant planning, processing, tracking and follow-up system developed for USAID Santo Domingo. The presentation was well received at all levels from Program Officer to FSN Training Officer and contractors, and several attendees asked about the timetable for developing Wang and other micro-computer software for this system. Ms. Wolf explained that S&T/IT was currently discussing this matter with M/IRM and that IT would be happy to have the Missions send in any requests for additional information by telegram.

#### USAID Cairo

Mr. Fales distributed materials on the very extensive PTIS system which he has revised for USAID Cairo. He indicated that the system serves primarily as a depository for participant training data and that it can be used to produce any regular or ad hoc reports which may be required.

Following the presentations of the Washington, Santo Domingo and Cairo systems, Ms. Wolf used a chart to illustrate the potential tie-in between S&T/IT and Mission systems and pointed out various ways in which S&T/IT and the Missions could interchange information.

It was apparent from the interest in all of the above presentations that most Missions are considering the applicability of computer systems to the planning, day-to-day management and follow-up of their participants and the compilation of data which can be used for various levels of evaluation.

Given the low cost and portability of micro-computer systems, a variety of machines are now available in most Missions, either as project equipment, Mission equipment or equipment privately owned by Mission personnel. In light of this recent development, S&T/IT may wish to move expeditiously to develop Mission software systems compatible with its own PTIS system.

Thursday, November 10

Private Sector Training

Private sector training has traditionally been limited due to the bilateral nature of AID's assistance programs and to the difficulties involved in identifying for whom and under what conditions training could be provided. Mr. Taher, a representative of USAID Egypt who has been involved in private sector programs, indicated that there is some difficulty in identifying areas in the private sector in Egypt which could benefit from training because of the great differences in the size and nature of the private sector organizations. In his opinion, one of the best ways to help the private sector meet its trained manpower needs is to provide training for readily identifiable government sectors as the Egyptian government is the major source of trained manpower for the private sector.

USAID Jordan's representative noted that the Jordanian Institute of Public Administration, the University of Jordan, Yarmak University and a number of other organizations have programs aimed at both the private and public sectors.

AID provides some private sector training in Egypt through the Peace Fellowship Program and through projects run by private sector contractors.

No issues were raised concerning this area of training except that not enough AID/W guidance is provided on the subject.

### Training Costs

Considerable concern was expressed at the increasing cost of training. Ms. Wolf mentioned that S&T/IT has recently employed a contractor to do a comprehensive study of participant training costs. The study will include a breakdown of the services provided by various organizations and contractors performing training services for AID and detailed information on the contractors' administrative costs.

Both the Partners and USDA representatives indicated that there is a tendency in some cases for Missions to request training at higher cost institutions on the theory that higher priced training must be better. Both discouraged this idea and indicated that higher cost training will not necessarily produce better results.

Several of the attendees indicated that they would like to see the results of S&T/IT's cost survey as soon as it is completed and that it would be well to include IT's costs for performing the same services, where applicable, for comparative purposes.

Another point that was made was that many contractors are awarded projects which contain a substantial training component without having a clear understanding of AID participant training requirements as spelled out in Handbook 10 and other documents. It was suggested that perhaps S&T/IT could be asked to coordinate with the Contracts Management Office to insure that all contractors required to manage a training component be made fully aware, perhaps through briefings in S&T/IT and in the Mission, of their training responsibilities.

### Conference Summary

Ms. Wolf spent the last portion of the workshop presenting a concise summary of the activities which had taken place during the week. She touched briefly on all of the major topics which had been covered and also made sure that the contractors attending the workshop were welcome to contact Mr. Fales at USAID Cairo for further information on any of these subjects.

NEAR EAST PARTICIPANT TRAINING WORKSHOP

November 6 - 10, 1983  
Ramses Hilton  
Cairo, Egypt

Agency for International Development  
Washington, D.C.

SATURDAY, NOVEMBER 5

7:15 P.M. Reception (See bulletin board at reception desk for room)

SUNDAY, NOVEMBER 6

8:45 A.M. Welcome Remarks  
USAID/Cairo by Adolf Y. Wilburn  
AID/W by Dona Wolf and Tom Chapman

9:30 A.M. Discussion of Agenda  
By Dona Wolf

9:45 A.M. N.E. Bureau Strategies  
By Tom Chapman

10:30 A.M. Coffee

10:45 A.M. Policy Determination Paper

11:00 A.M. AID/W Development Training Strategy Paper  
By Dona Wolf

11:45 A.M. S&T/IT Reorganization  
By Dona Wolf

12:00 - 1:30 Lunch

1:30 P.M. Programming Agents:  
  
Partners for International Education and  
Training by Pamela McCloud  
  
USDA by David Winklemann  
  
Other RSSAs by Dona Wolf

3:00 P.M. Coffee

3:15 P.M. Training for Future Graduating (Middle-Income) Countries  
By Tom Chapman

4:00 P.M. Reimbursable Training  
By Dona Wolf  
Video

Monday, November 7

8:15 A.M. Design of Training Projects (PIDs and PPs)  
By Tom Chapman and Karl Schwartz

8:45 A.M. Private Sector Training  
By Tom Chapman, Nasr Nasr and Pamela McCloud

9:15 A.M. Training of Women Participants from  
the NE and Training of Spouses  
By Dona Wolf, Monique Bidaoui and Isabel Bravo

9:45 A.M. Coffee

10:00 A.M. Third Country Training - General  
By Dona Wolf and Elmer Fales

Third Country Training Procedures and Management  
By Marvin Hurley, Kamal Farhat, and Ali Hugairi

10:30 A.M. N.E. Third Country Training Catalogue  
By Tom Chapman

11:00 A.M. Management Training - U.S.  
By Dona Wolf

11:15 A.M. Management of Contract Participants  
(Mission and Host Countries)  
By Dona Wolf

11:45 A.M. VIP Training  
By Dona Wolf

12:00 - 1:00 Lunch

1:30 P.M. Brain Drain Issues for NE Countries  
By John Ratigan, Consul, American Embassy, Cairo,  
Elmer Fales and Nasr Nasr

2:00 P.M. Cost of U.S. Training  
By Dona Wolf

3:00 P.M. Coffee

Monday, November 7 Continued

- 3:15 P.M. Handbook 10 Revisions  
By Pamela McCloud and David Winklemann
- 4:00 P.M. Invitational Travel  
By Dona Wolf
- 4:30 P.M. Bureau of Census Training by Ken Bryson

Tuesday, November 8

- 8:15 A.M. Academic Training  
By Pamela McCloud, Marvin Hurley and David Winklemann
- 9:00 A.M. Credentials Analysis  
By Dona Wolf  
Video
- 9:30 A.M. U.S. Visa Issuance Issues  
By Herb Roberts
- 10:00 A.M. Coffee
- 10:15 A.M. English Language Training  
(ALIGU and TOEFL Tests)  
By Dona Wolf, John Hafenrichter and Karl Schwartz
- 11:00 A.M. Maintenance Allowances  
By Pamela McCloud and David Winklemann
- 11:30 A.M. Technical Training  
By Pamela McCloud and Bob Haladay
- 12:00 Noon HAC and Medical Certification  
By Herb Roberts
- 12:30 P.M. Leave by Taxi to AUC for Briefing on AUC English Language  
and Management Programs

and

Luncheon Hosted by AUC

Tuesday, November 8 Continued

- 4:00 P.M. Predeparture Orientation  
By Dona Wolf  
Videos
- 4:30 P.M. Participants' Feedback on Orientation  
Given in U.S.  
By Marvin Hurley, Monique Bidaoui, Nasr Nasr  
and Ali Hugairi

Wednesday, November 9

- 8:15 A.M. Follow-up and Evaluation - General  
By Dona Wolf and Elmer Fales
- 8:45 A.M. Participant Training Information Systems (PTIS)  
AID/Washington By Herb Roberts
- 10:00 A.M. Coffee
- 10:15 A.M. Participant Training Information Systems - Egypt  
By Elmer Fales
- 11:15 A.M. Reports on other USAIDs Participant Training System  
to 12:00 Noon (Brief Reports to be given by country representatives)
- P.M. Free

Thursday, November 10

8:15 A.M.            Training Problems  
to  
11:00 A.M.            (A) Problems with USAIDs  
                          (B) Problems with AID/W  
                          Dona Wolf, Tom Chapman, David Winklemann  
                          and Pamela McCloud  
  
                          (Coffee Break at 10 - 10:15)

11:30 A.M.            Evaluation of Conference

12:00 Noon            Lunch

P.M.                    Open - Individual Mission Issues

List of Attendees  
Near East Participant Training Workshop

November 6 - 10, 1983  
Cairo, Egypt

USAID/Jordan

Bob Halady, Health Population and Nutrition Officer  
Nasr Nasr, Training Officer

USAID/Morocco

Monique Bidaoui, Training Officer

USAID/Portugal

Isabel Bravo, Training Assistant for Agriculture

USAID/Yemen

Karl Schwartz, Human Resources Development Officer  
Ali Hugairi, Training Assistant

USAID/Chad

Issac Tedambe, Training Coordinator

USAID/Egypt

Adolf Y. Wilburn, Chief, Education and Training Division  
Elmer Fales, Development Training Officer  
Marvin Hurley, Development Training Officer

Adele Abadir, Training Assistant  
John Foster, Project Officer, Agriculture  
Majed Abdel Gawad, Project Officer, Area Development  
Adel Gohar, Project Officer, Education and Training  
John Hafenrichter, Education Officer  
Ikbal Helmy, Training Assistant  
Nadia Henien, Project Officer, Science and Technology  
Jeffrey Lee, Project Officer, Agriculture  
Nahed Matta, Training Assistant, Population Office  
Fatma Naguib, Training Assistant

Amal Nassar, Project Officer, Education and Training  
Adel Sobh, Project Officer, Industrial Development  
John Swanson, Project Officer, Agriculture  
Fawzia Tadros, Training Assistant, Health Office  
Hasan Taher, Project Officer Commodity Procurement  
Suzanne Zaghoul, Information Specialist

USEmbassy/Cyprus

J. Daniel Howard, Public Affairs Officer  
Kathy Redmond, Coordinator, Cyprus-America Scholarship  
Program

AID/Washington

Bureau for Science and Technology  
Office of International Training

Dona Wolf, Director, Office of International Training

Bureau for Near East  
Human Resources and Science Technology Division

Tom Chapman, Human Resources Development Officer

Other Participants

Ken Bryson, Chief, Training Branch, Bureau of Census,  
Department of Commerce

Pamela McCloud, Deputy Director, Partners for International  
Education and Training

David Winklemann, Deputy Administrator for International  
Training, Office of International Cooperation and  
Development, U.S. Department of Agriculture

Herbert Roberts, S&T/IT Workshop Consultant

Evaluation of Workshop

I. Course Topics

1st Day - Sunday, Nov. 6

	<u>Not Useful</u>		<u>Moderately Useful</u>		<u>very Useful</u>	<u>Percentage</u>
	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	
a. Near East Bureau Strategies		1	2	2	5	4.1
b. Policy Determination Paper	1		2	2	5	4.0
c. AID/W Development Training Strategy Paper	1		2	2	5	4.0
d. S&T/IT Reorganization		1	3	2	4	3.5
e. Programming Agents: Partners, USDA, other RSSAs			1	2	7	4.6
f. Training for Future Graduating Middle-Income Countries		1	4		5	3.9
g. Reimbursable Training		1	5	3	1	3.4

2nd Day - Monday, Nov. 7

a. Design of Training Projects (PIDs and PPs)	1		2	3	2	3.6
b. Private Sector Training	1	2		2	3	3.5
c. Training of Women Participants from the NE and Training of Spouses		1	1	2	3	4.0
d. Third Country Training	2		2	3	2	3.3
e. Third Country Training Procedures & Management	2		1	3	3	3.5
f. N.E. Third Country Training Catalogue	2		1	1	4	3.6

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	<u>Not Useful</u>		<u>Moderately Useful</u>		<u>Very Useful</u>	<u>Percentage</u>
	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	
g. Management Training			2	3	2	4.0
h. Management of Contract Participants			2	1	5	4.3
i. VIP Training			1	1	4	4.5
j. Brain Drain Issues			3	1	4	3.4
k. Cost of U.S. Training				2	6	4.7
l. Handbook 10 Revisions			1	1	5	4.5
m. Invitational Travel			4	1	3	3.9
n. Bureau of Census Training	1		1	5	2	3.8
<u>3rd Day - Tuesday, Nov. 8</u>						
a. Academic Training	1		2	4	4	3.9
b. Credentials Analysis	2		1	4	5	3.8
c. U.S. Visa Issuance Issues				4	4	4.5
d. English Language Training			3	1	7	4.3
e. Maintenance Allowances	1		2	2	6	4.0
f. Technical Training			2	3	5	4.3
g. HAC and Medical Certification		1	1	2	7	4.3
h. Briefing on AUC English Language and Management Programs		1	4	3	2	3.6
i. Predeparture Orientation			2	3	7	4.4
j. Participants Feedback on Orientation Given in the U.S.	1		1	3	6	4.2

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	<u>Not Useful</u>		<u>Moderately Useful</u>		<u>Very Useful</u>	<u>Percentage</u>
	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	
<u>4th Day - Wednesday Nov. 9</u>						
a. Follow-up and Evaluation			1	4	6	4.4
b. Participant Training Information Systems (PTIS)			1	3	8	4.5
c. Participant Training Information System - Egypt		1	1	2	7	4.3
d. Reports on Other USAIDs Participant Tracking Systems	1	1	3		6	3.8

5th Day - Thursday, Nov. 10

a. Training Problems Problems with USAIDs Problems with AID/W	1			4	6	4.2
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II. Agenda

- a. How do you view the organization of this workshop agenda including the selection of topics, timetable, and order of presentation?

<u>Inadequate</u>	<u>Moderately Adequate</u>		<u>Very Adequate</u>		<u>Percentage</u>
<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	
1			7	5	4.0

- b. Comments on other agenda items:

- o A session on how AID training officers and contractors could be supportive of each other would be useful.
- o A session on training problems related to host Government structures would be helpful.
- o A session should be planned exclusively for contractors.
- o Information is needed for PIO/P issuance with illustrated samples.

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III. Trainers/Instructors

Some comments:

- o Presentations were well organized.
- o Not enough time was given to participants to make presentations.
- o The chairing of the workshop was a model of efficiency.

IV. Participation

The majority of the participants felt participation and interaction was very adequate.

V. Overall Impressions

Very Dissatisfied    Moderately Satisfied    Very Satisfied    Percentage

a.	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	
		1		5	5	4.3

b. Comments

- o Workshop was too short.
- o Exciting ideas were discussed and useful to contractors.
- o More examples of follow-up techniques could be useful.
- o Workshop was very helpful to contractors - and should be designed specifically for contractors.

c. Most important Workshop subjects

- o Third Country Training
- o Project Design
- o Language Training
- o Pre-departure Orientation
- o AID/W Policies
- o Opportunity to discuss training problems with AID/W staff
- o Management of Contract Participants
- o Middle Income Countries
- o Follow-up Activities

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d. Problems Encountered

- o Workshop was too short.
- o A glossary of outside observers would be helpful.

e. Other Comments

- o Workshop should be more regionally oriented.
- o The inclusion of AID project officers and private sector contractors was useful and interesting to workshop participants.
- o More information on follow-up activities would have been useful.
- o A special workshop should be held for contractors who spend 40 to 50 percent of their time dealing with similar administrative issues.

NOTE: Twelve participants completed this questionnaire including three contractors, who only attended the last three days of the workshop.

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