

PN/AAU-804

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THE EIGHTH AFRICAN HOUSING CONFERENCE

An Assessment

This evaluation of the 8th USAID-sponsored African Housing Conference was funded by IQC contract number PDC-0100-I-07-2068-00 and prepared for PRE/HUD, USAID by James Upchurch, Director for Africa, Cooperative Housing Foundation.

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## TABLE OF CONTENTS

INTRODUCTION.....	1
CONFERENCE PLANNING.....	1
LOGISTICS.....	3
FORMAT.....	5
Plenary Sessions.....	5
Small Discussion Groups (Workshops).....	6
RECOMMENDATIONS FOR IMPROVING FUTURE CONFERENCES.....	8
The Discussion Group Format.....	8
Discussion Group Attendance.....	8
Role of Discussion Leaders.....	9
ROLE OF GOVERNMENT OF BOTSWANA.....	10
ROLE OF USAID AND USAID FUNDED PERSONNEL.....	11
EVALUATION QUESTIONNAIRE DESCRIPTION.....	12
SUMMARY OF QUESTINNAIRE RESULTS.....	12
SUGGESTIONS FOR FUTURE THEMES.....	15
CONFERENCE STEERING COMMITTEE.....	17

### ANNEX

- A. Conference Program
- B. Evaluation form
- C. List of names and addresses of Delegates

## INTRODUCTION

The 8th USAID African Housing Conference was held in Gaborone, Botswana from 30 May 1982 to 4 June 1982. The conference was co-sponsored by USAID (PRE/HUD) and the Government of Botswana. About 125 delegates from 24 countries attended, plus a large number of people from Botswana were present at many sessions. The conference theme was "Toward Self Reliance in Shelter" with related subthemes in "Finance" and "Training."

## CONFERENCE PLANNING

Conceptual planning for the conference began at the 7th conference. A decision was made to appoint an interim steering committee with African and PRE/HUD representation. James Upchurch was appointed conference coordinator. Beyond formal confirmation that the Government of Botswana would host the conference, little additional planning was done until the steering committee met December 2 to 4, 1981 in Nairobi.

The following persons attended the steering committee meeting:

Richard Makhwade	Botswana
Bamba Moussa	Ivory Coast
Abdel Sahnoun	Tunisia
James Kayila	Kenya
James Mutero	Kenya
James Upchurch	CHF
Pamela Hussey	RHUDO/E&SA
David Benson	RHUDO/E&SA
Rajinder Chanda	RHUDO/E&SA
Jobson Ngari	RHUDO/E&SA
Lloyd Morris	RHUDO/E&SA
Richard Martin	RHUDO/E&SA

The committee, under the chairmanship of Mr. Makhwade, made recommendations on the conference theme, subthemes, and conference format. Topics for the small group discussions were considered and

recommendations for 8 groups were made. In addition, resource persons for the group discussions were considered.

Following the Nairobi meeting, Upchurch, Benson, and Chuck Simanek (logistics contractor) went to Botswana to meet with the Government of Botswana, the Botswana AID Mission, and U.S. Embassy officials. This effort confirmed the conference site at the University of Botswana and drafted agreements regarding logistics.

Upon returning to Washington, Upchurch discussed the proposed plans with PRE/HUD-Washington staff. An outline of the program was sent to the regional offices in Africa along with a request that RHUDO chiefs bring suggestions for resource persons to the January, 1982 meeting of RHUDO chiefs in Washington. The RHUDO chiefs, PRE/HUD staff, and Upchurch met in January, 1982, and revised the program proposed by the steering committee changing some of the discussion group topics and increasing the number of groups to nine.

Suggestions for resource persons were made at the January meeting, however, the need to involve more African and/or francophone speakers required that RHUDO search in Africa for additional resource persons. The goal was to arrive at a final list of resource persons by January to enable the coordinator to better monitor the quality of the papers and presentations.

Two major problems developed in the first quarter of 1982 that precluded an orderly implementation of conference planning:

1. The process of resource persons' recruitment, especially of qualified French-speaking Africans, fell behind schedule.

Several 11th hour changes were made in the list of resource

persons, as in the case of the finance keynoter where the ultimate speaker was the third one recruited.

2. A serious logistical problem threatened the conference when we were not able to confirm adequate airline space into Gaborone. Time consuming negotiations by RHUDO/E to arrange for charters was necessary to solve this transport problem.

The conference coordinator's intent was to assist with overall coordination, including logistics, and to give special attention toward strengthening and coordinating the production of papers and presentations. He prepared a brief speaker's kit as part of an effort to inform the speakers about the goals of the conference, and planned to review and comment on the papers before final production. However, distances, communication problems, late appointments of resourcepersons, and the need to focus on logistical problems, resulted in the coordinator receiving only one paper before the conference. Therefore, there was no opportunity to improve on the program content.

Despite these setbacks, the conference proceeded on schedule with a large and enthusiastic group of delegates.

#### LOGISTICS

On the surface, one may reasonably expect serious logistical problems when sponsoring such a large and complex conference in a small country like Botswana. Yet, except for the airline problem, there were no unmanageable logistical problems. The delegates were always provided with transport when needed, adequate hotel rooms were available (although some people had to share rooms), and the disadvantages of using the University of Botswana as the meeting site

were more than offset by the advantage of having many classrooms for small discussion groups.

Thanks to the careful advance planning of Mr. Chuck Simanek, the logistics consultant, and others, papers were translated and printed faster than had been the case at previous conferences. Equipment was available when needed, thanks to assistance from the Gaborone AID Mission and an excellent subcontractor provided A-V and translation equipment.

Translation was up to the usual high standard of two State Department professional translators. Translation for the discussion groups will always be a serious problem because translation equipment is restricted to the plenary meeting room and provision of professional translators to as many as nine simultaneous discussion groups is economically prohibitive. An attempt was made in Gaborone to prioritize the use of the translators, using bilingual staff elsewhere. However, as one might expect this arrangement was not completely satisfactory.

There were a few annoying minor problems. For example, the few University students sharing the other side of the cafeteria could not keep quiet. However, the problem seemed more important to the organizers as the delegates did not seem to notice.

Air transport was a problem from the outset. AID finally had to charter two flights into Gaborone since the limited number of regularly scheduled seats to Gaborone was inadequate. In addition, the incoming flights were accompanied by RHUDO staff, and except for a few delays went well. The outward bound flights were a problem. The travel agency provided only one agent who did not always show up as

agreed. This resulted in many of the delegates, who were already concerned about travel via the RSA, spending time away from scheduled events to sort out their return travel. In the end, most people went out on schedule.

Each country delegation was asked to bring some type of visual display. We had planned to make a large display showing the various low-income housing efforts in Africa. Unfortunately, very few displays were brought. Several delegates subsequently told the coordinator that the displays were a good idea, but that their AID/RHUDO office had failed to inform them about the request or their country had given them too little notice about the trip to prepare a display.

#### FORMAT

##### Plenary Sessions

The keynote and plenary speakers were well received in Gaborone. Some delegates commented that the speeches were "good but too statistical." The coordinator sensed that the plenary might have been improved by the use of more audio-visual presentations. None of the major speakers used A-V material so the delegates had no "relief" from a series of speakers. Most speakers respected their assigned time limits although one rather good speaker did exceed his time by a wide margin.

Combining Messrs. Lindley and Madavo to give the USA and African experience on the subject of developing housing finance policies was a good decision. This approach should be repeated in the future.

The rapportuer panels received the lowest rating in the evaluation. Several people suggested that these panels would have

been more effective if the discussion leaders had summed up their workshops themselves. Others questioned the need for rapporteurs.

While there is a consensus that some type of report about the workshops should be made at a plenary session, the best method for making such a presentation has not yet been discovered. The method used at the 7th conference was to write one paper summing up all the discussion groups and present the paper to the plenary. Yet, however well-prepared such a paper may be, its scope is too wide for any rewarding dialogue with the conference about the real meaning of all the workshops. The panel format at the 8th conference was an attempt to have people who attended the discussions give summations, allow for more discussion from the floor, and involve more delegates as presentors by using the rapporteurs.

The panel format should be retained and improved at future conferences. The coordinator agrees with the suggestion that we should eliminate the rapporteurs and allow the discussion group leaders to report directly to the plenary session.

#### Small Discussion Groups (Workshops)

The Gaborone conference format stressed smaller, less formal discussion groups and fewer plenary sessions. This follows the experience at the 7th conference where delegates expressed a preference for smaller groups, which enable individuals to become more involved and exchange information about topics of their choice.

Although this format was popular, it was not implemented as planned, leading to cancellation of some groups at Gaborone because of poor attendance. Based on the evaluation results and the

coordinator's observations, the format concept was correct, but still needs some refinement.

The Gaborone conference plan included repeating the small groups several times. The organizers thought that if no group was allowed to admit more than 15-20, the distribution would be more or less even in all groups. At the 7th conference, the groups were limited by asking the delegates to sign up before attending the discussion groups. This proved to be a time consuming source of confusion. The plan in Gaborone was to offer more opportunities, skip the sign up and ask delegates to attend on a first come, first serve basis.

The distribution was to have been controlled by the rapporteurs who would post a "full" sign on the meeting place door when the first 20 persons arrived. Then, delegates would go to another choice, returning to their first choice at a later session. The reason for limiting the size of the groups was the belief that if groups exceeded 15 to 20 persons, they were less likely to be effective as discussion groups.

The system broke down in Gaborone because some of the plenary sessions speakers were also leading discussion groups and "carried" large numbers of delegates with them to their discussion groups. The conference organizers permitted this, thinking the first round of discussion groups would be out of balance, but would even out in later sessions. However, this did not occur because some delegates returned to the popular groups for more than one session. In addition, some discussion leaders, citing the need for more time, elected to continue the first discussion rather than repeat the subjects as planned. When this system was planned, the committee expected the University to

assign classrooms in the same area. When the University failed to assign rooms in the same location, those few sessions in rooms apart from the others suffered poor attendance.

A related problem is the failure of some discussion group leaders to serve as facilitators. The role of the facilitator is to set the tone of the session, stimulate interest in the subject, keep the discussion moving along, ensure wide participation, and assist the group to develop a systematic approach to its task. An effort was made to explain this role to the discussion group leaders, but some leaders insisted on making major presentations that left little time for discussion.

#### RECOMMENDATIONS FOR IMPROVING FUTURE CONFERENCES

To correct the preceding problems, the following changes should be employed at the next conference:

##### Discussion Group Format

We should retain the concept of the small discussion group. The number of groups should allow for about 15 to 20 persons in each group. The estimated size of the conference should determine the number of groups. Discussion groups were scheduled for one hour and fifteen minutes to one hour and forty-five minutes. The time scheduled for discussion groups should be a consistent two hour period.

##### Discussion Group Attendance

We should return to the system of requiring that delegates sign up for sessions in advance. A limit should be established and enforced at the time of sign-up. More and better information about the discussion groups' topics should be provided in the conference registration kits to assist the delegates in reaching an early

decision about the session that they wish to attend. The conference organizers should make a special effort to develop a good sign-up system to prevent confusions. One suggestion is to ask heads of delegations to supervise their discussion group sign-ups. They should organize how their delegation covers the workshops and provide a list of the discussions to be attended in the order of the delegates priorities.

#### Role of Discussion Leaders

If the pattern of recent African conferences is any guide, the discussion group leaders will have varied backgrounds from all over the world. This will continue to present a problem for the conference coordinator who may have little opportunity to communicate with the discussion group leaders before they arrive at the conference. This is especially true when delayed planning or last minute changes result in late appointments of discussion leaders.

The coordinator must be assisted by AID staff and steering committee members in the effort to explain the importance of the "facilitator" role to discussion leaders. More information, including a facilitator's handbook, should be distributed several months prior to the conference. Should late field appointments of leaders be necessary, better information will be on hand to educate the new group leader about his/her role.

Some delegates suggested that group leaders should be told not to make any introductory presentation nor use audio/visual material. Such restrictions would not be wise because the real problem is a lack of proper understanding about the expected role, rather than the

methodology used. If properly done, a short film or slide show can be an effective tool for stimulating discussion.

The African Conference is still experimenting with the informal group format. There is a large body of knowledge about group interaction in such sessions that should be considered for use in the African conferences. Leaders can be given detailed instructions about how to "perform" as a leader. The leaders might be told, for example, to seat the group in a circle, use serial discussion, or suggest toward the last that the three people who feel they have talked most should remain quiet so others can contribute. More instruction of this type might be helpful to some group leaders.

These ideas should be discussed by the steering committee to determine whether they are useful or too restrictive for the African conferences.

#### ROLE OF GOVERNMENT OF BOTSWANA

Credit for much of the success of the Gaborone conference should go to the Government of Botswana (GOB).

GOB officials had expressed concern during the conference planning meetings that the small size of Gaborone and the limited conference facilities would be detrimental to the conference. They expected serious technical problems in sponsoring a large international conference. These problems did not occur; the delegates liked the relaxed situation in Gaborone and quickly worked on the serious business of the conference.

That major problems did not occur is due in no small part to the special efforts of the Ministry of Local Government and Lands. Ministry officials set the tone by meeting the major flights at the

airport. This pattern continued during the conference as the GOB tried to meet the needs of the visitors. The provision of almost too much transport was an example of the GOB's excellent efforts.

The conference venue was the University of Botswana where plenary sessions were held in the cafeteria. The discussion groups met in the classrooms while the students were away for a school break.

The GOB sponsored a dinner that everyone agreed was warm and successful. The Town of Gaborone held a reception in the Town Hall. The conference was opened by the Vice President of Botswana and attended by several important officials. The Self Help Housing Agency (SHHA) led a tour of the sites. If the tour was a little too organized, it only reflected the eagerness of the SHHA staff and the efforts of the GOB to be a good host.

#### ROLE OF USAID AND USAID FUNDED PERSONNEL

AID and AID funded staff contributed to the conference's success. Almost everyone gave their time and energy to help. No one refused a request from the conference coordinator for assistance with tasks that were often rather mundane. Advance planning paid off when the coordinator issued a list of duties for the AID community including the Gaborone Mission. This was done in advance to permit AID personnel to arrive knowing what would be expected of them at the conference.

Since Gaborone lacks a conference center or hotels with facilities for large conferences, the organizing committee would have been unable to run the conference without the assistance of the attending AID personnel and the staff of the GOB.

EVALUATION QUESTIONNAIRE DESCRIPTION

A three page questionnaire was distributed to the delegates on the afternoon preceeding the final session. Delegates were given the option of filling the form at the conference or taking it with them and returning it via the RHUDOs. None were returned via the RHUDOs. 15 in English and 13 in French (total 28) were turned in at the conference.

The questionnaire was modified from a format suggested by a sub-committee of training specialists.

SUMMARY OF QUESTIONNAIRE RESULTS

With only 28 questionnaires returned from a conference of 125 persons, little statistical importance can be given to the questionnaire data. The comments returned do offer a useful cross-section of delegate's opinions about the conference and a few suggestions for improvement of future conferences.

In general, the tone of the responses about the value of the conference was positive. To question 5, "Have your ideas (on self reliance in shelter) progressed?", only one person replied negatively. The results from question number 1 were:

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"The official goals of the conference were threefold. Say to what extent you feel each one was achieved and why"

(goals)		(no. responses)
a) TO EXCHANGE EXPERIENCES BETWEEN SENIOR AFRICAN POLICY MAKERS IN THE SHELTER SECTOR	FULLY	13
	PARTLY	10
	NOT AT ALL	5
b) TO PROVIDE EXPOSURE TO INFORMATION AND POTENTIAL PROFESSIONAL RESOURCES	FULLY	9
	PARTLY	14
	NOT AT ALL	4
c) TO GIVE INSTITUTIONS THE OPPORTUNITY TO DISCUSS THEIR ACTIVITIES	FULLY	7
	PARTLY	15
	NOT AT ALL	1

---

Participants answering "fully," commented on the friendly and relaxed atmosphere of the conference or noted that the presentations were well done by senior professionals. Those persons answering "partly or not at all," usually said that too little time was available to complete the tasks of the conference. They liked the conference, but felt that it was too short. One person said that exchange was hampered by the difficulty of determining the background of the delegates. Delegates answering in French seemed less satisfied than those answering in English. The reason for this pattern is probably related to the fact that much of the value of a conference is found outside formal proceedings, away from the translators. This situation could be reversed if the next conference is in a French speaking country.

Question number 2 asked "To what extent did the different components give you satisfaction and why." The results are listed below:

component	much	moderately	not at all
KEYNOTE ADDRESSES	15	8	1
DISCUSSION GROUPS	19	6	1
FIELD TRIPS	19	6	0
INFORMAL MEETINGS	13	10	0
RAPPORTEUR PANELS	10	14	0
AID PANEL	12	8	0
(some did not answer all questions)			

Judging from the written comments accompanying the above results, the discussion groups and field trips clearly were the most popular activities of the conference. Several people commented on the "good exchanges" and frank discussions of the discussion groups. One person

summed up the field trip experience as "well done, good exposure to reality."

Not all comments were positive. Delegates said that the sessions were not long enough to permit adequate discussion, and in some groups people could not express themselves because the resource person did not allow time for discussion or a few participants controlled the discussion. One person complained that papers were not available before the discussions. Some felt that the SHHA tour was useful but too tightly scheduled and did not allow time for talking with the plotholders.

The third question asked "Which specific topics were most useful for you in your future work and why?" Perhaps this questions was not clear to some delegates who assumed this to be a rating of the presentors when it was meant to be a survey of their interest in the categories of topics. The results were:

(topic)	(no. responses)
a) SAVINGS MOBILIZATION/NON FORMAL SAVINGS	17
b) EMPLOYMENT GENERATION	10
c) PRICING AND COST RECOVERY	17
d) SELF-HELP LABOUR MOBILIZATION	9
e) PLANNING & ORGANIZATION FOR TRAINING	12
f) TRAINING FOR PARA-PROFESSIONAL SKILLS	7
g) IN COUNTRY/REGIONAL TRAINING INSTITUTES	8
h) EDUCATION OF BENEFICIARIES	14
i) TRAINING OF BENEFICIARIES	14
j) OTHER	1

As noted above, most delegates said in question 5 that their ideas on self reliance had progressed. The written comments about why their ideas progressed showed no pattern. They ranged from comments like "everyone agreed that housing is more than a structural unit..." and "I learned of the practical implementation stages of self-help

projects and the effective use of labour" to "...came to the conclusion that they [beneficiaries] have to be involved in the planning" and [my ideas] "advanced because topics like reassessment of building standards were discussed".

The tone of the replies suggests that many of the delegates learned much about the concept of site and service and self-help housing because the conference discussion groups on these topics had good examples in the Botswana model supporting their discussions.

Savings mobilization/non formal finance, a topic that the steering committee considered dropping because of fears about lack of interest, proved to be one of the most popular subjects.

#### SUGGESTIONS FOR FUTURE THEMES

Several good suggestions for themes and sub-themes for the next conference were offered and are listed below:

- SHELTER FOR HOMELESS
- PLANNING FOR DISASTERS THAT AFFECT HUMAN SETTLEMENTS
- TOWARDS THE ACHIEVEMENT OF SHELTER FOR ALL
- ROLE OF PHYSICAL PLANNING AND PROPER INSTITUTIONAL FRAMEWORK
- SAVINGS MOBILIZATION
- ADMINISTRATION OF A SELF HELP PROJECT
- DESIGNING A HOUSING PROJECT
- EFFECTIVE USE OF BUILDING MATERIALS
- IMPLEMENTATION AND MANAGEMENT OF HOUSING PROJECTS
- SANITATION AND WATER...USE OF APPROPRIATE TECHNOLOGY
- POLITICS OF IMPLEMENTATION
- PLANNING AND IMPLEMENTING THE INFRASTRUCTURE NECESSARY TO  
ENABLE SELF RELIANT HOUSING

- TAILORING OF ADMINISTRATIVE MACHINERY TO ACHIEVE GOALS
- SHELTER: URBAN AND RURAL AREAS
- MORE ON SAVINGS MOBILIZATION AND APPROPRIATE DESIGN
- PROBLEMS OF HOUSING IN A STAGNANT ECONOMY
- COOPERATIVE TECHNIQUES IN HOUSING AND HOUSING FINANCE
- USE AND ORGANIZATION OF THE PRIVATE SECTOR
- FINANCING HOUSING AND RECOVERING COSTS
- PROBLEMS OF LAND TAXES AND HOUSING
- EVALUATING HOUSING NEEDS
- POLITICS OF HOUSING AND URBANIZATION
- STRATEGIES TO BETTER MOBILIZE SAVINGS
- HOUSING AS A DECEIVING FACTOR IN PROFITS
- THE RESTORATION OF THE BIDONVILLES
- SELF HELP FOR SELF CONSTRUCTION
- REPEAT SAVINGS MOBILIZATION AND ALSO DESIGNING A NATIONAL HOUSING POLICY
- URBAN UPGRADING AND EMPLOYMENT GENERATION IN INFORMAL COMMUNITIES
- AFRICAN HOUSING INTEGRATION

The number and quality of the suggestions for the next conference was impressive. It is obvious that the delegate's ideas were stimulated by the Gaborone experience and they gave a great deal of thought to suggesting topics that would be interesting and helpful to them in the future. These suggestions will be helpful to the 9th conference steering committee as they begin planning the next conference.

THE CONFERENCE STEERING COMMITTEE

An interim conference steering committee was appointed and helped to plan and direct the 8th conference. This marks an important turning point in the history of Africa's most important conference addressed to the needs of the shelter sector. The committee met prior to and during the conference. Much of the success of this conference can be attributed to the advice of this committee. AID intends to begin gradually delegating more responsibility for planning and implementing future conferences to the committee.

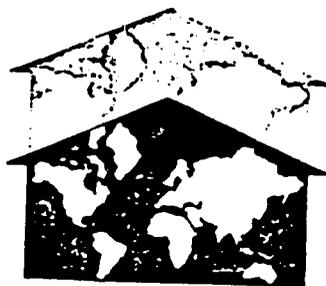
## Conference Program

# VIII CONFERENCE ON HOUSING IN AFRICA

University of Botswana  
Gaborone, Botswana  
30 May to 4 June, 1982

Sponsored by:  
Government of Botswana  
United States Agency for International  
Development (Office of Housing and  
Urban Development)

AGENCY  
FOR  
INTERNATIONAL  
DEVELOPMENT



**Eighth Conference on Housing in Africa  
30 May, 1982 to 4 June, 1982**

**Sunday, 30 May**

- 12:00-18:00 Registration of Participants -  
Lobby, Holiday Inn Hotel
- 15:00-16:00 Conference Steering Committee  
Meeting Room, Holiday Inn

**Monday, 31 May**

- 08:30-13:00 Late Registration of Participants -  
University Cafeteria
- 09:30-10:30 **Opening Session**  
Mr. Peter O. Molosi, Permanent  
Secretary, Ministry of Local  
Government and Lands, Botswana  
Mr. S. T. Ketlogetswe, Mayor of  
Gaborone  
Hon. Horace G. Dawson, Jr.,  
U.S. Ambassador to Botswana  
Mr. Peter M. Kimm, Director,  
Office of Housing and Urban  
Development, U. S. Agency for  
International Development
- 10:30-11:00 Break
- 11:00-12:45 **Plenary Session**  
Report by Conference Steering  
Committee, Mr. R. M. Makhwade,  
Chairman, Conference Steering  
Committee  
Developing Sound Housing Policies  
to Achieve Self-Reliance In Shelter
- (1) The U. S. Experience, Mr.  
Jonathan Lindley, National  
Savings and Loan League
  - (2) The African Experience, Mr.  
Callisto E. Madavo, Urban  
Development Department,  
The World Bank

12:45-14:30 Lunch

14:30-16:30 **Plenary Session**

Training for Self-Reliance in  
Housing, Mr. Phillip Langley, Pan  
African Institute for Development

18:30

Cocktail Reception

Hosted by:

Government of Botswana (Note:  
Please board buses at the hotel  
entrance at 18:15 hours for the ride  
to the National Museum and Art  
Gallery)

**Tuesday, 1 June**

09:00-10:00

Discussion Groups (A)

- (1) Savings Mobilization/Non-  
Formal Finance by Mr. Callisto  
E. Madavo, Urban Development  
Department, The World Bank
- (2) Employment Generation, Mr.  
Soumana Traove, Société  
Africaine D'Etude et de  
Développement, Upper Volta
- (3) Pricing and Cost Recovery  
Policy, Mr. Theodore R.  
Britton, Jr., International  
Affairs Department, U.S.  
Department of Housing and  
Urban Development and Mr.  
Lazare Yeboue, Directeur  
Général, Banque Nationale pour  
l'Epargne et le Crédit (BNEC)
- (4) Self-Help Labor Mobilization  
as a Factor of Cost Reduction,  
Mr. Gilbert Njau, Nairobi City  
Council, Kenya and Ms. Diana  
Lee Smith, Mazingira Institute,  
Kenya

The Eighth Conference on Housing

in Africa

will be opened

by

The Honorable

Lenyeletse M. Seretse

Vice President

Republic of Botswana

- (5) Planning and Organizing for Training, Mr. Phillip Langley, Pan African Institute for Development and Mr. Hilary A. Dennis, President, National Housing and Savings Bank, Liberia
- (6) Training for Para-Professional Skills, James Kayila, Kenya Institute of Administration, Kenya
- (7) In-country/Regional Training Institutions, Mr. S. M. Kalaba, Centre for Housing Studies, Ardhi Institute, Tanzania and Mr. Abdul Magid Sahnoun, Tunisia
- (8) Case Study - Education of Beneficiaries, Mr. Isaac Whendapole, Lusaka District Council and Mr. Stephen Mulenga, National Housing Authority, Zambia
- (9) Case Study - Training of Implementing Staff, Mr. Ronald Campbell, CHF Consultant to Selebi-Phikwe Town Council, Botswana

- 10:30-11:00 Break
- 11:00-12:45 Repeat of Small Group Discussions (B)
- 12:45-14:30 Lunch
- 14:30-17:00 Field trip to visit low-income housing projects (Note: Buses will leave Holiday Inn at 14:30)
- 19:00 Films about Housing in Africa and Botswana Culture  
Hosted by:  
Mr. Louis Cohen, Director, USAID Mission in Botswana (Note: Light refreshments served during films)

**Wednesday, 2 June**

09:00-10:30

**Plenary Session**

AID Panel Discussion on Self-Reliance and User Charges

Mr. Peter M. Kimm, Director, Office of Housing and Urban Development, U.S. Agency for International Development

Ms. Pamela B. Hussey, Assistant Director, Office of Housing and Urban Development, East and Southern Africa

Mr. Mike Lippe, Assistant Director, Office of Housing and Urban Development, West Africa

Mr. David Liebson, Assistant Director, Office of Housing and Urban Development, Near East and North Africa

10:30-10:45

Repeat of Small Group Discussions (C)

12:15-14:15

Lunch (Note: Alumni of AID shelter workshop will meet for lunch in Holiday Inn Private Dining Room)

14:15-16:00

Speakers and Resources persons meet in the University Cafeteria to discuss reports - Delegates free

19:00

Cocktail Reception

Hosted by:

Hon. Horace G. Dawson, Jr., U.S. Ambassador to Botswana (Note: Please board buses at the hotel entrance promptly at 18:40 hours).

**Thursday, 3 June**

09:00-10:00

Plenary Session

Finance Small Group Discussion  
Report

10:30-11:00

Break

11:00-12:30

Training Small Group Discussion  
Report

12:30-14:00

Lunch

14:00

Optional Field Trip to Nearby  
Villages

19:00

Dinner (Served at Holiday Inn  
Hotel)

Hosted by:

The Government of Botswana

**Friday, 4 June**

09:00-10:30

Plenary Session

Country Presentations and  
Summary Reports

10:45-11:15

Break

11:15-12:00

Continue Country Reports

12:00-12:30

Closing Ceremonies

Mr. Peter O. Molosi, Permanent  
Secretary, Ministry of Local  
Government and Lands, Botswana

Mr. S. T. Ketlogetswe, Mayor of  
Gaborone

Mr. Peter M. Kimm, Director,  
Office of Housing and Urban  
Development, USAID

Mr. Louis Cohen, Director,  
USAID, Botswana

TO : CONFERENCE DELEGATES  
 FROM : THE CONFERENCE STEERING COMMITTEE  
 SUBJECT : EVALUATION OF THE EIGHT<sup>✓</sup> CONFERENCE

THE STEERING COMMITTEE HOPES THIS CONFERENCE CAN BE EVALUATED AND THE RESULTS USED TO IMPROVE FUTURE CONFERENCES. WE ARE ASKING THAT EACH DELEGATE ASSISTS US BY ANSWERING THE QUESTIONS BELOW. YOU MAY RETURN THE FORMS BEFORE YOU LEAVE FRIDAY OR SEND IT TO THE CONFERENCE COORDINATION VIA THE 3 REGIONAL HOUSING OFFICES OF A.I.D.

EVALUATION QUESTIONS.

1. THE OFFICIAL GOALS OF THE CONFERENCE WERE THREEFOLD. SAY TO WHAT EXTENT YOU FEEL EACH ONE WAS ACHIEVED AND WHY.

	FULLY	PARTLY	NOT AT ALL	WHY
a) TO EXCHANGE EXPERIENCES BETWEEN SENIOR AFRICAN POLICY MAKERS IN THE SHELTER SECTOR				
b) TO PROVIDE EXPOSURE TO INFORMATION AND POTENTIAL PROFESSIONAL RESOURCES				
c) TO GIVE INSTITUTIONS THE OPPORTUNITY TO DISCUSS THEIR ACTIVITIES				

2. TO WHAT EXTENT DID THE DIFFERENT COMPONENTS GIVE YOU SATISFACTION ? WHY ?

MUCH      MODERATELY      NOT AT ALL      WHY

KEYNOTE ADDRESSES

WORKING GROUPS

FIELD TRIPS

INFORMAL MEETINGS

RAPPORTEUR PANELS

AID PANEL

3. WHICH SPECIFIC TOPICS WERE MOST USEFUL FOR YOU IN YOUR FUTURE WORK ?  
STATE WHY.

- a) SAVINGS MOBILISATION/NON FORMAL SAVINGS \_\_\_\_\_
- b) EMPLOYMENT GENERATION \_\_\_\_\_
- c) PRICING AND COST RECOVERY \_\_\_\_\_
- d) SELF-HELP LABOUR MOBILISATION \_\_\_\_\_
- e) PLANNING & ORGANISATION FOR TRAINING \_\_\_\_\_
- f) TRAINING FOR PARA-PROFESSIONAL SKILLS \_\_\_\_\_
- g) IN COUNTRY/REGIONAL TRAINING INSTITUTES \_\_\_\_\_
- h) EDUCATION OF BENEFICIARIES \_\_\_\_\_
- i) TRAINING OF IMPLEMENTING STAFF \_\_\_\_\_
- j) OTHER (SPECIFY) \_\_\_\_\_

4. WITHIN THE DIFFERENT GENERAL TOPICS ABOVE, WHAT THREE SPECIFIC IDEAS WHICH EMERGED DURING THE CONFERENCE SEEMED IMPORTANT TO YOU ?

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5. THE GENERAL THEME OF THE CONFERENCE IS "TOWARD SELF-RELIANCE IN SHELTER!"

HAVE YOUR IDEAS ON THIS PROBLEM PROGRESSED DURING THE CONFERENCE ?

YES  
NO

IN WHAT WAY ? \_\_\_\_\_

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6. NO SINGLE CONFERENCE CAN INCLUDE EVERY IMPORTANT TOPIC ABOUT SHELTER PROBLEMS IN DEVELOPING COUNTRIES. WHAT THEMES AND/OR SUB-THEMES WOULD YOU SUGGEST FOR THE NEXT CONFERENCE ?

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7. WHAT DO YOU INTEND TO DO ON YOUR RETURN TO MAKE THE CONFERENCE IDEAS BETTER KNOWN ?

CHANGE IN YOUR OWN WORK PRACTICE \_\_\_\_\_

CHANGE IN INSTRUCTIONS FOR WORK BY STAFF \_\_\_\_\_

REPORT TO YOUR ORGANISATION \_\_\_\_\_

FORMAL DISCUSSION WITH COLLEAGUES. \_\_\_\_\_

RADIO BROADCAST / NEWSPAPER ARTICLE \_\_\_\_\_

OTHER \_\_\_\_\_

\_\_\_\_\_

8. YOU MAY GIVE YOUR NAME IF YOU WISH :

\_\_\_\_\_

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