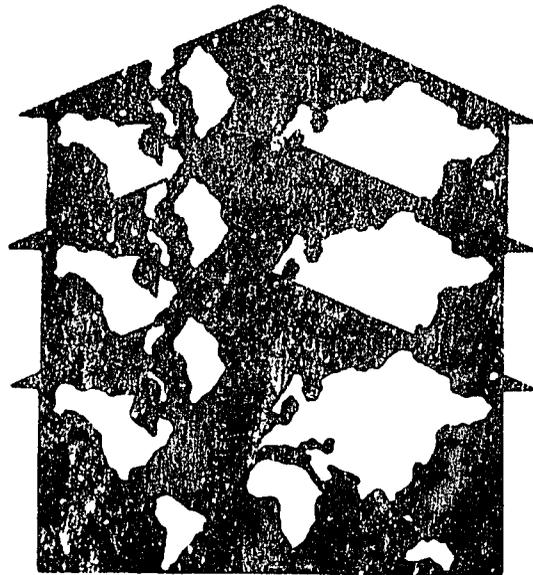


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**AGENCY
FOR
INTERNATIONAL
DEVELOPMENT**



**OFFICE OF HOUSING
AND
URBAN PROGRAMS**

INVENTORY OF TRAINING MATERIALS

**OFFICE OF HOUSING AND URBAN
PROGRAMS**
Agency for International Development

Prepared by:

National Council of Savings Institutions
August, 1986

LDCD

INTRODUCTION

This Inventory was prepared at the request of the Central Training Unit (PRE/H) as an aide to staff and consultants of the Office of Housing and Urban Programs and the Regional Housing and Urban Development Offices. It represents a sub-set of the library of the Office and the RHUDOs, focusing on written and audio-visual materials of utility for *training*.

Included in this Inventory are: videotapes, slideshows, and training manuals. Each title is described in a standardized format, reviewing format and length; language(s); date produced; description; application; and where available. Format descriptions of video-cassettes indicate whether the tape is in the NTSC format (used in the Western Hemisphere), or PAL (Africa and Europe), or CECAM (Asia). Proceedings of training conferences are not routinely, unless they provide enough material to be readily used in other training settings. The compilers of this Inventory recognize that this is a judgement call and other reviewers may arrive at a different conclusion.

Special thanks to the staff of the RHUDOs for their assistance in preparing this document, and to David Prettyman, for his tireless assistance and extensive knowledge of the PRE/H library.

As new materials are developed, please supply the Central Training Unit with short descriptions in the format of this Inventory.

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INVENTORY OF AUDIOVISUAL TRAINING MATERIALS

July 1986

A. VIDEO-CASSETTES

Title: Africa's Search for Shelter

Format and length: 3/4" VHS (NTSC), color, 20 minutes

Language(s): English

Date produced: 1986 by African-Caribbean Institute for U.S. AID/Nairobi and Habitat

Description: This program describes the shelter problem in Africa and discusses some of the solutions, including self-help housing, upgrading sites and services. Examples are given from Lagos, Port Sudan, Lusaka, Tanzania, Central African Republic, and Morocco. Overall quality: very good (PRE/H copy soundtrack is damaged in two or three places.)

Application: This video-cassette can be used to introduce minimal shelter solutions to governments not currently considering them in the context of policy dialogue.

Where available: One copy in PRE/H library; one copy in RHUDO/CAR; one 3/4" VHS (PAL) in RHUDO/E & SA.

Title: **AID's Housing Program: Peter M. Kimm**

Format and length: 3/4" VHS (NTSC), color, 60 minutes

Language(s): English

Date produced: June 21, 1981

Description: This program consists of a description of the Housing Guaranty Program by Peter Kimm. It is the tape of a lecture given to a new class of International Development Interns. Film quality is poor.

Application: Best for use with the IDI program.

Where available: One copy in the PRE/H library.

Title: **Building for Safety in Hazardous Areas**

Format and length: 3/4" VHS (NTSC), color, 20 minutes

Language(s): English

Date produced: 19 by Intertect

Description: This video-cassette presents a variety of solutions for improved housing construction in countries vulnerable to cyclones, floods and earthquakes. The overall quality is good, with graphics of construction design options.

Application: For general use in countries or areas subject to cyclones, floods or earthquakes. Of particular relevance to those involved in administration of housing construction programs.

Where available: Two copies in PRE/H library.

Title: **The Business of Survival: Very Small Enterprise in the Americas**

Format and length: 3/4" VHS (NTSC), color, 15 minutes

Language(s): English

Date produced: 19 by Accion Internacional/AITEC

Description: This video-cassette of a slide show presentation describes Accion Internacional's efforts to assist very small scale enterprises and individual entrepreneurs in the Dominican Republic (with the Dominican Development Foundation), Costa Rica and Maine. Overall quality is good.

Application: For general use, especially for those interested in community economic development.

Where available: One copy in PRE/H library.

Title: Casas de lo Nuestro

Format and length: 3/4" VHS (NTSC), color, 16 minutes

Language(s): Spanish

Date produced: January 13, 1986 by Shari Kessler

Description: This video-cassette of a slide show filmed in Ecuador describes an AID-funded applied research project on local building traditions in the three major regions of Ecuador: the coast, highlands and jungle. The project goal was to affirm the value of traditional building materials and methods and demonstrate their potential role in providing affordable, low cost housing. The Ecuadorian private sector, a national PVO and a university each conducted research in one region. The project included demonstrations of improved versions of traditional technologies utilizing bamboo, adobe and wood materials. Overall quality is good; it would be useful to have another version in English.

Application: The publication, **Sistemas Tradicionales de Construccion en el Ecuador** (Quito, Ecuador: AID, 1985), can be used together with this video-cassette with a variety of audiences. The cassette can be shown to municipal administrators in order to convince them to revise codes that impede the use of these low-cost materials. It may be shown to community or professional groups to persuade them of the value of materials traditionally used, which they may have ignored or forgotten.

Where available: Two copies in the PRE/H library.

Title: Chawama

Format and length: 3/4" VHS (NTSC), color, 20 minutes

Language(s): English

Date produced: 1975 by Mr. Huffman for the World Bank

Description: This excellent video tape of a slide show describes a squatter upgrading project in Lusaka, Zambia. The program describes the Chawama squatter settlement with a population of 150,000 and documents the progress of the project through the design and development stages. The project was developed and supported by the Zambian government, UNICEF, AFSC and the World Bank. The tape is narrated by an African and demonstrates that slum upgrading is a more appropriate response than sites and services where there is a well developed community already in existence. In the case of Chawama both approaches were used in adjacent areas.

Application: This video tape can be used in a variety of training programs, including those with African policy-makers or donors interested in supporting urban renewal and housing programs.

Where available: One copy in the PRE/H library.

Title: Ciudad Satelite

Format and length: 1/2" and 3/4" VHS (NTSC), color, 15 minutes

Language(s): Spanish

Date produced:

Description: This video consists of historical footage of the construction of a new town, Project Ciudad Satelite, in San Pedro Sula, Honduras. It shows the planning, construction, dedication and allocation of plots of a 2,507 unit low-cost housing project. The sponsor was Corporacion de Bienes, S.A.; the contractor was Constructora El Aguila; and financing was provided by La Constancia Asociacion de Ahorro y Prestamo, S.A., with the funds originally derived from AID.

Application: The presenter would have to be familiar with this project in order for this film to be useful, since there is sound, but no narration on the tape.

Where available: Two copies in PRE/H library.

Title: **Conservation and Development in Mauritania: Seeking the Delicate Balance**

Format and Length: 3/4" VHS (NTSC), color, 36 minutes

Language(s): English

Date produced: 1980 by S.J. Staniski for AID

Description: This excellent video-cassette principally concerns conservation and environmental issues. It describes the impact of the Sahelian drought of the early 1970s on migration to the cities and increased urbanization in Mauritania. Emphasis is on the shift from a nomadic pastoralist way of life to life in the city, with the conclusion that the traditional nomadic way of life is unlikely to be revived.

Application: For use in discussing reasons for urbanization in West and North Africa.

Where Available: One copy in the PRE/H library.

Title: **Construcción Progresiva**

Format and Length: 3/4" and 1/2" VHS (NTSC), color, 35 minutes

Language(s): Spanish

Date produced: 1985 by RHUDO/CA, INVA/Honduras and INVU/Costa Rica

Description: This video-cassette presents a review of sites and services projects sponsored by public sector housing agencies in Costa Rica (INVU) and in Honduras (INVA). It contains evaluative data on minimum shelter projects and compares self-help build out projects with complete housing solution projects. Topics covered include loan terms, costs, affordability, construction processes and timelines. Interviews with beneficiaries are included. Repayment problems are also discussed, as well as advantages of this type of program.

Application: Originally prepared for the COPVIDU conference in 1985, this video presentation provides useful and recent data on the sites and services approach. It could be used in policy discussions on minimum shelter approaches. It also provides an insight into the delivery system in these two countries.

Where available: Two copies in PRE/H library; one in RHUDO/CA.

Title: **Cost Benefit Analysis and Project Design**

Format and length: 3/4" VHS (NTSC), color, 30 minutes

Language(s): English

Date produced: May 1980. The program was developed by AID's Training and Development Division with PASITAM (Program of Advanced Studies in Institution Building and Technical Assistance Methodologies) of MUCIA (Midwestern Universities Consortium for International Activities).

Description: This excellent video-cassette is part of a complete kit which includes a study guide, workbook, book of readings, and pre- and post-test assessments and evaluation forms. It provides an overall view of cost benefit analysis, and uses a labor-intensive rural road building project in Kenya as a sample project.

Application: This program was designed for use in the Development Studies Program for new AID staff.

Where available: Two copies of the video-cassette (but only one of some of the accompanying materials) are in the PRE/H library. This staff training kit is also available through the AID training office.

Title: Foreign Service Performance Evaluations: Mr. William Sigler

Format and length: 3/4" VHS (NTSC), color, 20 minutes

Language(s): English

Date produced: 1982 or 1983 by AID's Personnel Office

Description: This videocassette introduces the new performance evaluation system and includes lectures by Peter McPherson and William Sigler. While it is not specifically related to urban or housing training programs, it is of good quality.

Application: Designed for AID managers and personnel ratings officers, it would have little use for other audiences.

Where available: One copy in the PRE/H library.

Title: **Guest of the Week: Mr. Kimm and Mr. Chenga**

Format and length: 3/4" and 1/2" VHS (NTSC) and 1/2" Beta (NTSC), and 3/4" VHS (high band PAL system), color, 29 minutes.

Language(s): English

Date produced: 1986.

Description: This Zimbabwean television program consists of an interview with Mr. Kimm and Mr. Chenga, the Permanent Secretary of the Ministry of Public Construction and National Housing of Zimbabwe. The program was taped during the All-Africa Tenth Annual Shelter Workshop held in Harare in 1986. The wide-ranging interview with Mr. Kimm covered urban development and shelter in the 1980s and emphasized that old approaches were insufficient to meet Africa's needs. Mr. Chenga discussed Zimbabwe's problems and possible solutions to them. The video is of good quality.

Application: The interview with Mr. Kimm provides a good summary of AID's housing and urban development policies.

Where available: Four copies in the PRE/H library; 5 1/2" VHS, 5 1/2" beta, and 2 3/4" VHS (all NTSC) in RHUDO/E & SA. Plans are to send a copy to each of the RHUDOs.

Title: Hato de Enmedio

Format and length: 3/4" VHS and 1/2" Beta (NTSC), color, 16 minutes

Language(s): Spanish, English

Date produced: Summer, 1985

Description: This video-cassette, produced by RHUDO/CA and INVA, describes poor housing conditions, including squatter settlements and slums, and the solutions proposed in the Shelter for the Urban Poor (I) Project (Project No.: HG-005). This AID-assisted program sponsored by INVA in Honduras was established in 1978: AID's Housing Guaranty Program provided a \$10.5 million loan and INVA contributed \$5.0 million. The project's objectives were to provide 4300 new housing units and to help INVA develop the capacity to provide 1000 home improvement loans and 2000 low cost housing units per year. While this project was conducted in seven Honduran cities, the video concentrates on Hato de Enmedio in Tegucigalpa, where construction began in 1981. Three types of new low-cost units were provided: water core housing (bathroom), basic core housing (bathroom and kitchen) and one bedroom unit (with bathroom and kitchen). The film feed of the 3/4" VHS copy is damaged.

Application: This video tape would provide a good introduction to those considering similar low-cost, new construction urban housing programs.

Where available: Two copies in PRE/H library.

Title: **Nuevo Chorrillo Housing Cooperative**

Format and length: 3/4" VHS (NTSC), black and white, 30 minutes

Language(s): English

Date produced: 1978; produced by Ken Odenheim, Chuck Billand and Dan Coleman for AID/OH

Description: This is a presentation on the history of the development of a large housing cooperative in Panama funded by AID and other donors. After the housing originally built to provide housing for canal workers early in the century burned down, the Nuevo Chorrillo cooperative was built outside of Panama City. It now consists of over 1000 families. The internal organization of the cooperative is covered as are the businesses that they established: block, window, door and screen factories as well as their own bus system.
The tape is of fair to good quality.

Application: This program provides a good introduction to the delivery of cooperative housing in relation to low-income sites and services. It shows the development problems arising from the grassroots origin of the cooperative as well as the potential of cooperatives for ancillary business development.

Where available: Two copies in the PRE/H library.

Title: **A Place in the City**

Format and length: 3/4" VHS (NTSC), color, 14 minutes

Language(s): English

Date produced: Approximately 1975. Produced by the Foundation for Development and Minimum Housing and the World Bank. Photography by Jaime Martin and Shari Kessler.

Description: This excellent video tape of a slide show is about self-help housing for squatter settlements and the urban poor in El Salvador. It presents the housing problems in San Salvador and describes efforts of the Foundation for Development and Minimum Housing, a PVO founded in 1970, in implementing a serviced site approach to improve the situation.

Application: Good for a general introduction to urban shelter problems and solutions in Latin America.

Where available: One copy in the PRE/H library.

Title: San Miguelito: Una Respuesta (Proyectos Especiales)

Format and length: 1/2" Beta and 3/4" VHS (NTSC), color, 30 minutes

Language(s): Spanish

Date produced: 1981

Description: This video tape of a slideshow describes the history of efforts by AID and the Panamanian public sector in support of low cost housing in the San Miguelito area, a squatter settlement outside of Panama City with a population of 120,000. The range of activities and projects featured demonstrates several fundamental principles, including participation by residents, self-help and affordability.

Application: A good introduction to the principles and methods of achieving urban improvement, using Panama as a case study.

Where available: Two copies in the PRE/H library.

Title: Shelter for All

Format and length: 3/4" VHS (NTSC), color, 12 minutes

Language(s): English

Date produced: 1982. Produced by Stan Staniski for AID; photos by CFH.

Description: This video presentation--which consists of slides, filmed footage and an interview with Peter Kimm-- describes the Housing Guaranty Program. The video-cassette is of excellent quality.

Application: A good promotional piece for the Housing Guaranty Program.

Where available: Two copies are in the PRE/H library.

Title: **El Sistema Cooperativa de Desarrollo**

Format and length: 1/2" VHS (NTSC), color, five 15-20 minute segments on one videotape

Language(s): Spanish

Date produced: 1986 by the Cooperative Housing Foundation

Description: This video was designed to provide a training package in Spanish about cooperative development. The system of cooperative development is divided into five segments on the tape and each section is accompanied by an 8 page publication. The series of publications by CHF entitled "Serie de documentos conceptuales, El sistema cooperativo de desarrollo" includes:

In English

1. Overview of the Cooperative Development System (No. 7)
2. An Overview of the Workshop Proceedings on Innovative Approaches to Improving Human Settlements Through Cooperative Systems (June 1985)

In Spanish

1. Technical Service Organizations (No. 7a)
2. Self-help Housing Cooperatives (No. 7b)
3. Credit Mechanisms (No. 7c)
4. Building Materials Production Centers (No. 7d)
5. Neighborhood Improvement Cooperatives (No. 7e)

Application: For use with local officials and other involved in community development.

Where available: The training materials are available from the Cooperative Housing Foundation (2501 M St. N.W., Washington, D.C. 20037). CHF is sending the materials to the CHF offices in Panama and Honduras. A copy of the written materials is in the PRE/H library.

Title: **Site and Service Housing in Botswana**

Format and length: 3/4" VHS (NTSC), color, 22 minutes

Language(s): English

Date produced: November 1980. Produced with the assistance of CHF and National Council of Savings Institutions.

Description: This video is about the successful sites and services project in Gaborone, Botswana, supported by AID. Presented by the Government of Botswana and narrated by an African woman, the tape consists mostly of interviews that seem rehearsed and stilted. The quality of the picture and graphics is poor; the tape is damaged and tends to lose the picture. Overall quality is fair.

Application: For use with those considering sites and services projects in Africa.

Where available: One copy is in the PRE/H library.

Title: **The Struggle for Shelter: A Third World Perspective**

Format and length: 3/4" VHS (NTSC), color, 20 minutes

Language(s): English

Date produced: Approximately 1980. Produced by Bharat Gami and T. Freelove of Iowa State University.

Description: This good video tape, well made using still photos, presents the case for helping low income people in both urban and rural areas meet their housing needs. It presents some solutions to the housing problems in the Third World.

Application: A general introduction to approaches to solutions of low income housing problems this program is best used for motivational purposes.

Where available: One copy is in the PRE/H library.

Title: **The Informal Sector**

Format and length: 3/4" VHS (PAL, high band system and NTSC); 1/2" VHS and 1/2" Beta (NTSC)

Language(s): English

Date produced: February 1980. Produced by RHUDO/E & SA (Fred Hansen)

Description: This video-cassette presents a good sociological description of the informal sector, including informal health, housing, employment and transportation systems in and around Nairobi. It explores the question of how the government should work with the informal sector, noting the advantages and disadvantages of such an approach and the potential of integrating these systems in urban shelter programs. The video is of good overall quality.

Application: This would be good to use in policy seminars, especially in countries without upgrading programs or without informal sector involvement in these programs.

Where available: There are 3 copies in the PRE/H library (3/4" VHS, PAL; 1/2" VHS and Beta, NTSC). RHUDO/E & SA has 5 1/2" VHS, 5 1/2" Beta and 2 3/4" VHS--all NTSC.

Title: **Urban Upgrading in Tegucigalpa**

Format and length: 1/2" VHS and 1/2" Beta (NTSC), color, 15 minutes

Language(s): Spanish, English (?)

Date produced: 1985. Produced by RHUDO/CA.

Description: This video presents a description of the urban upgrading-slum improvement--program supported by AID in Tegucigalpa which includes water and sewage and home improvement loan program components. The implementing agency is the municipal government agency, CMDC (Consejo Metropolitano de Distrito Central). The overall quality is very good.

Application: For use in training sessions or meetings with policy-makers concerned with urban upgrading and slum improvement, where sites and services might not be the best approach.

Where available: RHUDO/CA has two copies.

B. SLIDE SHOWS

Title:	Autodeterminacion
Format and length:	Slideshow with tape (not synchronized), color, 12 minutes
Language(s):	Spanish
Date produced:	1981 by Cooperative Housing Foundation (Lindsay Elmendorf)
Description:	This slide show is one in a series by CHF and is designed for urban beneficiaries of the Home Improvement Loan Program. It presents basic information about the program, the type of improvements that can be made, the process of applying for a loan and ways that it can be repaid.
Application:	The initial use of this program was by the Instituto de Vivienda of Honduras in selling the HILP to beneficiaries. However, it would also be valuable for promoting the HILP concept in low income communities in other urban areas of Latin America.
Where available:	There is one copy in the PRE/H library and another at CHF in Washington.

Title: FCH/FEHCOVIL Presentation to the Permanent Central American Conference on Housing and Urban Development, Panama City, Panama, September 1979

Format and length: Slideshow with tape (not synchronized), color, 20 minutes

Language(s): English and Spanish tapes

Date produced: September 1979. Produced by CHF (Lindsay Elmendorf)

Description: This slide show describes the AID-funded sites and services projects in and around Tegucigalpa implemented in conjunction with low-income housing cooperatives. The private technical assistance organization, FEHCOVIL (Federacion Hondurena de Cooperativas de Vivienda), was the developer of the cooperative featured in this program. The mechanics of project construction were described along with cost and affordability considerations and the organizational structure of the cooperative. Overall quality is good.

Application: This program was designed for use with technical services organizations and explains the relation between housing cooperatives and sites and services projects.

Where available: One copy (with English and Spanish tapes) is in the PRE/H library, another with CHF in Washington.

Title:	Home Improvement Programs: Building on a Natural Process
Format and length:	Slide show with synchronized tape and written script, color, 15 minutes
Language(s):	English (text but no tape in Spanish)
Date produced:	1984. Produced by CHF (Jaime Bordenave, John Driscoll, Lindsay Elmendorf, Nancy Swing)
Description:	This slide presentation contains an introduction to the concept of the home improvement loan program and is part of a training package prepared by CHF for AID, The Home Improvement and Small Loan Programs. The advantages of the program are described, using examples from Bolivia, Peru, Nicaragua and Egypt.
Application:	This is designed to be used with manuals and written case studies in the training module developed by CHF on the HILP.
Where available:	One copy of the slide show, with tape in English, is in the PRE/H library, and another with CHF.

Title: Programa de Prestamos Para Mejoramiento Habitacional

Format and length: Slideshow with tape (not synchronized), color, 15 minutes

Language(s): Spanish

Date produced: Approximately 1978. Produced by CHF.

Description: This slideshow contains a functional description of how INVVA's Rural Home Improvement Loan Program works in Honduras. It provides responses to objections raised about how to implement the program such as: lack of title, unwillingness to repay loans, and the smallness of size of the loans. The overall quality is good.

Application: This program is directed to PVOs and lenders potentially interested in broadening their services to include home improvement loans.

Where available: Two copies are in the PRE/H library.

Title: **Mejorando Su Vivienda: Un Nuevo Programa de Prestamos**

Format and length: Slideshow with synchronized tape, color, 22 minutes

Language(s): Spanish

Date produced: 1984. Produced by Jaime Bordenave, Community Consulting Group International, for USAID/Honduras.

Description: This slide show presents an orientation to the Home Improvement Loan Program for potential beneficiaries in rural areas of Honduras. It describes how improvements and loan repayments can be made. Overall quality is good.

Application: Designed for use with rural beneficiaries of HILP. This show is a companion to Autodeterminacion.

Where available: One copy is with USAID/Honduras; another with INVA/Honduras; and another with Community Consulting Group International in Washington, DC.

Title:	Improving Your Home: A Loan Program
Format and length:	Slideshow with synchronized tape and written script, color, 11 minutes
Language(s):	English and Spanish
Date produced:	June 1984. Produced by CHF.
Description:	This slideshow was produced as a case study component of the Home Improvement Program training course developed by CHF. It describes the program in Belize, sponsored by the Development Finance Agency of the Belize government and funded by AID, which works through local credit unions.
Application:	This program is good to use in training sessions to introduce the concept of the Home Improvement Loan Program in areas where it is preferable to implement it through local credit unions.
Where available:	There are two copies in the PRE/H library, one in English and the other in Spanish.

INVENTORY OF TRAINING MANUALS

July 1986

- Title:** Data Collection Manual and Generic Survey Protocol for the Housing Guaranty Program
- Language(s):** English
- Date produced:** February 1980 by the Office of Housing of AID
- Description:** This manual provides a set of suggested guidelines and a checklist for collecting data needed for planning, implementing and evaluating the Housing Guaranty program. It presents a review of the HG program, identifies general data needs, and discusses alternative concepts of baseline information categories for developing survey instruments. It also includes an assessment of problems, strategies and issues to consider in obtaining this information as well as a suggested set of questions to collect data on the shelter situation of a target population.
- Application:** This manual was designed to help AID regional housing officers, consultants and host country governments considering data collection for the Shelter Sector Analysis required for the Housing Guaranty program.
- Where available:** PRE/H library.

- Title:** **Design and Housing in Developing Countries: Frameworks for Implementation**
- Language(s):** English
- Date produced:** July 29, 1983 by MIT Professional Practice Program. This was one of a series of Housing and Settlement Design Seminars and was directed by Nabeel Hamdi and Reinhard Goethert.
- Description:** The loose-leaf folder contains three sections: the detailed schedule for the two one-week seminar components; a summary of presentations and discussion ideas; and a bibliography and a set of selected articles by seminar faculty. The focus of the seminar was consideration of alternative approaches to housing programs designed to deal with problems accompanying accelerated urbanization in developing countries. The alternative proposed is to shift emphasis to the maximum support of the informal or community sector. The seminar deals with developing strategies for implementation of this approach in the areas of design, management and financing. The Million Houses program of Sri Lanka was used as the major case study. The experience of the Cooperative Housing Foundation, the World Bank and USAID was also included.
- Application:** The course was designed to bring together professionals working on housing in developing nations around the world, especially architects, planners, housing administrators and educators.
- Where available:** PRE/H library

Title: **Financial Management Workshop: Revenue Generation**

Language(s): English

Date produced: January 11, 1986 by Maurice Arth for RHUDO/Nairobi.

Description: The materials for this five day course on Revenue Generation, the second of a series of four on Financial Management, are in a three-ring binder that contains a course outline and various handouts for the course. Since the course was designed for use in Kenya, many of the readings and case study exercises are directly related to Kenya. The goals are to help participants learn to identify revenue sources, improve collection of revenues and better manage the revenue generation process.

Application: This course was prepared for Kenyan local authorities. The model suggests that three-member teams from local authority councils and a team from the Ministry of Local Government and other ministries be invited to participate.

Where available: PRE/H library and RHUDO/Nairobi.

Title: **Financial Management: Planning and Budgeting**

Language(s): English

Date produced: January 1, 1985 by Fred Fisher and Maurice Arth

Description: The materials for this course on Planning and Budgeting, the first in a series on Financial Management, were designed for a five day course for Kenyan local authorities. The three ring binder contains a detailed course outline and handouts. The goals of the course are to impart to participants new knowledge, skills and attitudes needed to develop sound plans and budgets.

Application: Mr. Arth also developed a 120 page guide for the trainers of the course, in which he divides the detailed outline into very short segments, recommending handouts, discussion questions and/or activities for each. There are charts, diagrams and 50 handouts for information and exercises. Finally, a five page evaluation form is also included.

Where available: RHUDO/Nairobi, PRE/H Washington.

- Title:** **Human Settlement Managers Training Programme, Handbook for the Organization and Design of Courses**
- Language(s):** English
- Date produced:** July 1977 by UNESCO/UNEP
- Description:** This handbook is designed to assist those involved in the organization and design of courses under the UNESCO/UNEP Human Settlement Managers Training Programme. The first section describes the lessons learned from the courses given in the first phase of the project; the second, main components in course design; the third, course organization procedures; the fourth, simulation and gaming issues and how to apply them to local problems and institutions.
- Application:** This manual could be used to provide an orientation to those who are responsible for planning training courses in general, even though it was designed as part of a specific educational program.
- Where available:** PRE/H library.

- Title:** **Home Improvement and Small Loan Programs Training Course: Participants' Manual and Instruction Guide**
- English
- Date produced:** June 1984 by CHF
- Description:** The Instruction Guide contains a sample outline of a 3-day course on home improvement small loan programs, a checklist for trainers, various exercises, worksheets, discussion questions, and an evaluation form, coordinated with the Participants' Manual. Since the course is designed for trainers, the Participants' Manual contains: a brochure advertising the Home Improvement Loan Program materials; the written script of the slide show "The Home Improvement Loan Program: Building on a Natural Process"; case studies on HILP in Bolivia (rural program), Jamaica (through coop credit unions) and Peru (in urban settlements) and Egypt (as part of a comprehensive upgrading system); a copy of the Guidebook for Development., a 95 page overview and guide to the general phases of development of a home improvement program; a Bibliography of Resources and index of sample forms; sample promotional materials on the AID-funded program in Belize (sample PSA radio announcements, written script of a slide-show entitled "Improving Your Home: A Loan Program"); and handouts for the course exercises.
- Application:** This course is designed to accompany the introduction of the Home Improvement Loan Program in an area and thus is directed toward participants who would be involved in implementing the program, and explaining it to local lenders and housing authorities.
- Where available:** PRE/H library.

- Title:** **Physical Upgrading of Settlements in Sri Lanka: A Trainers Guidebook**
- Language(s):** English
- Date produced:** Draft: June 1984 (Final draft was due Dec. 1984). Conducted and prepared by Nabeel Hamdi and Reinhard Goethert of the MIT Team as part of the Million Houses Program.
- Description:** This small guidebook is designed for trainers to use in local areas. Its subject is design programming for the physical upgrading of settlements in Sri Lanka. For each of the four exercises of the one-day session (What to Look For, Defining Options, Selecting Options, and Identifying Skills) there are objectives, materials, tasks and instructions for carrying out the exercises, and hand-printed examples of exercises from the pilot workshop. Four small teams are formed to represent various perspectives: user and professional basis for both family/house and community/site concerns. A very creative, and learner-centered approach that flows from the government role in the Million Houses Project: facilitator, provider of maximum support of local effort with minimum intervention, allocator of resources, identifier of options and tradeoffs for local implementation rather than presenter of prepackaged projects and predetermined solutions.
- Application:** While the guidebook is designed for trainers, the target group of the training exercises are local technical officers and administrators responsible for the Million Houses Program.
- Where available:** PRE/H library.

Title: **The Preparation and Periodic Updating of a Project Delivery Plan: Shelter Construction and Delivery Issues**

Language(s): English

Date produced: ____ by U.S. League of Savings Institutions

Description: The materials for a two day seminar on major issues in preparing a project delivery plan are contained in a loose-leaf binder and include a detailed outline of the topics presented, worksheets, and readings for each issue. Sessions are held on the following topics: how housing projects are produced, structuring information gathering, managerial accounting skills, project planning and scheduling, designing and using a PDP spreadsheet, using the PDP as a management tool, and using computers to simplify PDP preparation.

Application: The training is designed for imparting the skill of preparing a project delivery plan to those responsible for designing or monitoring shelter projects.

Where available: PRE/H library.

- Title:** **Preparing Shelter Policies, Programs, and Projects for Urban Settlements: A Shelter Training Workshop for Senior Professionals Volume I: Workshop Preparation Handbook, Volume II: Logistics Plan**
- Language(s):** English
- Date produced:** November 1979 by PADCO
- Description:** These manuals contain the format, content and logistical planning for the AID-sponsored training held from November 5 through 30, 1979 in Washington, D.C. The major topics covered in the workshop were. formulating national housing policies and preparing housing programs and projects. A variety of presentations are outlined, along with several study exercises. The Shelter Workshops were conducted from 1979 through 1983 by PRE/H following this model. None of the handouts or readings are included in these two volumes; but there are loose leaf-binders in the PRE/H library with the handout materials for each year's program.
- Application:** This manual is written as the detailed plan for the Shelter Workshop--for example, it contains objectives, an outline of the content and materials needed for each session of the four week course without the names of specific speakers or organizations to be represented--and thus would be useful for others planning a workshop for senior housing officials.
- Where available:** PRE/H library.

- Title:** **Relación Entre las Unidades Participantes Programa de Mejoramiento de Barrios Marginales: Manual de Procedimientos**
- Language(s):** Spanish
- Date produced:** 1984 by RHUDO/Tegucigalpa
- Description:** This three ringed binder contains the outline, readings, handouts and materials used in the workshop for officials participating in the urban upgrading programs funded by AID in Tegucigalpa and San Pedro Sula, Honduras. Included in the folder is a detailed report on a training of "promotores sociales" and community leaders conducted in 1982; promotional materials about the programs; specific information about water and sewage programs; and an analysis of the community development program of the metropolitan government.
- Application:** Since there is no schedule or agenda of the meeting or training, it is difficult to understand how the materials fit together, or how they could be used by someone other than those participating in this program.
- Where available:** PRE/H library.

- Title:** **Segundo Seminario Para Administradores y Directivos de Cooperativas de Vivienda Afiliadas a FEHCOVIL**
- Language(s):** Spanish
- Date produced:** August 1978 by FEHCOVIL (Federación Hondureña de Cooperativas de Vivienda Afiliadas a FEHCOVIL).
- Description:** This three-ring folder contains materials presented to participants of the training for administrators and directors of housing cooperatives affiliated with FEHCOVIL: readings from a course on human relations, several pamphlets on cooperatives published by AID's regional technical assistance center in the 1960s (cooperative laws, role of the directors, cooperative enterprises and their management, meetings and parliamentary procedure for coops, education and watchdog committees), model bylaws and contract, notes about preparing and controlling coop budgets, maintenance, etc.
- Application:** The materials are designed for use with leaders (staff and directors) of housing cooperatives in Honduras. Since there is not a schedule or agenda of the course included, it would be difficult for those not familiar with the training to replicate it. Also additional copies of the AID-published pamphlets would be difficult to obtain. However, since good training of local leaders is clearly an essential component of this successful federation of coops, it would be worthwhile to add the training schedule and design to this folder of participants' materials. The model bylaws and contract especially and some of the other readings would be helpful for those working with housing cooperatives in Latin America.
- Where available:** PRE/H library.

- Title:** **Site and Unit Design Handbook**
- Language(s):** English
- Date produced:** March 1984 by PADCO and AID's Office of Housing and Urban Programs
- Description:** This professionally done handbook is designed as a reference manual for the RHUDOs and those involved in the preparation of sites and services and core housing programs, but not urban upgrading programs, for Housing Guaranty financing. The emphasis is on affordable design options in the following categories: site planning and subdivision, unit design (vertically and horizontally expandable core houses), physical infrastructure (roads, water, sewage, drainage, electricity and street lighting) and social infrastructure (schools, community centers, churches, health and recreation facilities) under a variety of conditions. There are plentiful, excellent graphics. Annexes cover data collection methodologies, steps in project development and implementation, guidelines for planning and programming, site planning blocks, core house examples, and a bibliography.
- Application:** Since consultants and host country officials work with RHUDO staff in the design of sites and services and core housing programs, the manual would be useful to them as well as to AID staff. The material is designed to be generic and applicable to housing authorities in developing countries; examples from Asia, Africa and Latin America are used. As a reference manual, or handbook, this is designed for individual instruction rather than for training courses.
- Where available:** PRE/H library; copies in each of the RHUDOs.

- Title:** **Sri Lanka Construction Industry Training Project
Volume 1: Basic Course, Carpentry Handbook. Volume
II: Advanced Course, Carpentry Handbook**
- Language(s):** English, Sinhala and Tamil
- Date produced:** April, 1982 by the Ministry of Local Government,
Housing and Construction of Sri Lanka
- Description:** These manuals, complete with drawings and diagrams,
were developed in Sri Lanka from experience gained in
construction there. The Advanced module is for trainees
who have successfully completed 10 weeks of basic
skills instructional training and completed the exercises
in a 40 week on-site training period. The exercises
include learning to use hand and power tools and various
elements of construction of individual housing units.
- Application:** The manuals are designed for use with carpenters at both
a basic skill level and more advanced level. The program
requires that trainees be literate.
- Where available:** PRE/H library has a copy of the English versions.

Title: **Training Guide for USAID Project Operating Support Systems**

Language(s): English

Date produced: December 1977

Description: This booklet outlines several techniques useful for monitoring economic and social development projects-- loans and grants, technical and capital assistance projects. It describes AID's "new" project management system, Project Performance Tracking, which requires monitoring and reporting of Critical Performance Indicators and updates its 1971 publication PERT/CPM/LOB Project Management Systems for Economic Development. Techniques described include Management Information System, Gantt Chart, Program Evaluation and Review Technique (PERT), and Line of Balance (LOB) charting.

Application: The booklet consists of clearly written and illustrated explanatory text and graphs; but there are no worksheets or training exercises. It is designed for individualized instruction of AID staff responsible for project management.

Where available: PRE/H library.

Title: Writing the Terms of Reference: MIT/SIGUS Seminar

Language(s): English

Date produced: Spring 1986

Description: This workshop was designed to help participants better understand how terms of reference are generated, the difficulties entailed and the perspectives of UNICEF, AID and the World Bank. One part of the workshop was for participants to work in small groups with representatives of the three agencies in preparing the terms of reference for a given project; another was group discussion integrating the previous sessions's information; in a final activity, various groups vie to become the project's developer. The folder contains the agenda and readings from UNICEF and AID about their program objectives and case study material from the Million Houses Program of Sri Lanka.

Application: The training was for AID staff responsible for preparing Terms of Reference.

Where available: PRE/H library.

Title: **Secondary Towns: An Overview and Five Case Studies**

Language(s): English

Date produced: April 1895 by Rivkin Associates, Inc. for PRE/H

Description: This Occasional Paper was developed for the 1985 meeting of the United Nations Commission on Human Settlements in Jamaica. The five case studies consider secondary town development in Kenya, Ivory Coast, Indonesia, Korea and Brazil--countries with different populations and levels of AID assistance. The focus of the paper is on strategies for improving socio-economic conditions in small towns in an effort to stem migration to larger cities.

Application: The case studies could be useful additions to workshops dealing with housing issues in smaller towns in these countries.

Where available: PRE/H library.

- Title:** **Administrative and Operational Procedures for Programs for Sites and Services and Area Upgrading: World Bank Technical Paper #42**
- Language(s):** English
- Date produced:** 1985. Prepared by CHF, published by ~the World Bank.
- Description:** This manual covers design, construction and management issues for sites and services and area upgrading programs, including: plot application, processing of loans, legal aspects, urban development, construction supervision, and debt management. It uses these programs in Botswana as the principal case study and for examples in the text.
- Application:** This manual was designed for people involved in design and implementation of sites and services and upgrading programs, especially on the technical level.
- Where available:** Cooperative Housing Foundation.

Title: **An Overview of Financial and Economic Analysis of Housing Projects**

Language(s): English

Date produced: April 1986 by Robert Nathan Associates

Description: This reference manual contains a synopsis of the contents of the AID handbook on project analysis, covering such topics as cost benefit analysis and affordability analysis (for beneficiaries) and applying them to housing construction (but not infrastructure) programs.

Application: This manual was designed for individual instruction of AID staff, and consultants to AID, involved in project design or evaluation of housing construction programs.

Where available: A draft copy was sent to each of the RHUDOs; the intention is to publish the final draft soon. Copies available from Robert Nathan Associates (1301 Pennsylvania Ave N.W., Washington, D.C. 20004; 202-393-2700) or PRE/H.

- Title:** **Home Improvement Loan Manual for Application in Minimum Shelter Projects**
- Language(s):** English
- Date produced:** October 19, 1978 by CHF
- Description:** This manual was prepared by Charles Van Fossen, CHF Architect/Engineer, during a technical assistance mission to the Housing Bank of Nicaragua in 1977 and 1978. One of a series of occasional papers prepared by CHF, this manual presents one approach for planning and implementing a pilot home improvement loan program for low income families in minimum shelter projects. Sponsored by the Housing Bank of Nicaragua (BAVINIC), the pilot program featured in this paper was directed at the residents of four minimum shelter communities built as the result of the earthquake that struck Managua in December 1972--their housing was either too small or inadequately constructed or serviced due to the haste with which the communities were built. Detailed examples of model forms and documents used in this program are included.
- Application:** Since this manual focuses on one approach used in a pilot program in Nicaragua, it will have to be adapted either to other approaches which may be more appropriate in other situations or to other countries with differing codes and customs.
- Where available:** PRE/H library.

Title: **Housing Finance Seminar**

Language(s): English

Date produced: February 18 through March 2, 1979 by Richard T. Pratt Associates

Description: This binder contains the agenda and readings for a seminar on Housing Finance that was cosponsored by the Government of Portugal and AID. The major topics covered were: Housing Finance in the National Economy, Primary Housing Finance Institutions, Housing Subsidies, Rent Control, and Government and Housing Finance.

Application: Some of the readings might be helpful to use for other seminars directed to senior level policy makers.

Where available: PRE/H library.

- Title:** **Local Authority Supervisor Training Program: Kenya**
- Language(s):** English
- Date produced:** September 1985 by PADCO for RHUDO/Nairobi
- Description:** This training manual includes a useful trainers guide which explains the format, methodology and techniques to be used in conducting the training. It was designed so that any good trainer with knowledge of supervision and the Local Authority structure in Kenya would be able to conduct the program using this package. The modules for each of the sections include detailed plans for small time segments, descriptions of the activities and exercises and handouts, which include only a few readings. The program is planned to take 6 and a half days covering the following topics (modules):
Role of the Supervisor
Communicating as a Management Skill
The Role of Leadership in Supervision
Worker Performance
The Planning Process
Problem Solving and Decision Making
Resource Planning and Maintenance
Work Unit Performance
Developing Effective Work Teams
- Application:** The training is designed for local municipal authorities in Kenya. However, since very few of the materials are country-specific, this could be used in other countries as well with little adaption of the materials.
- Where available:** PRE/H library.

- Title:** **Manual de Control Financiero Para Asociaciones de Ahorro y Prestamo**
- Language(s):** Spanish
- Date produced:** February 1984 by Dr. Pedro Lasa, consultant to RHUDO/Panama
- Description:** This manual has been used for 3-5 day workshops conducted by Dr. Lasa designed to impart attitudes and skills needed for sound financial management of savings and loan institutions. The case studies are composites from the region, although Dr. Lasa supplements these with case study material from the country where the workshop is being conducted.
- Application:** The training is designed for staff (managers and heads of accounting) and Board of Directors of savings and loan institutions in Latin America. Yet the manual contains mostly a text of the content of the course, with a few worksheets and accounting exercises. Since there is no trainers guide or agenda of the workshop, it would be best used by the trainer who developed it. The experience of RHUDO/Panama is that the training is only useful if done for an entire S&L system and it is not as useful if representatives of various S&L institutions participate.
- Where available:** PRE/H library and RHUDO/Panama.

- Title:** **Memorias: Seminario Latinoamericano de Construcciones de Tierra en Areas Sísmicas**
- Language(s):** Spanish
- Date produced:** May 1983
- Description:** This is a binder of notes from a meeting held at the Pontífica Universidad Católica del Perú in Lima from May 23-27, 1983. The meeting on specialized information regarding earthquake damage was sponsored by the University of New Mexico and INTERTECT, with funding from AID, the National Science Foundation and ATI. The workshop, a follow-up to an earlier meeting in Albuquerque in 1981, focused on the technical (engineering) and socio-economic aspects of the topic: earthquake-resistant construction of earthen buildings, eg. adobe, tapia, etc. The effort was to identify preventative measures, including transfer of appropriate technologies, to minimize damage to the poorest people, who live in buildings of earthen construction which suffer the most damage from earthquakes. There are 716 pages of notes, charts, readings, fotos, copies of architectural blueprints, etc.
- Application:** This report contains helpful materials for handouts or background reading for those interested in this topic, in areas where there are both earthquakes and much of the housing is constructed of adobe or other earthen materials.
- Where available:** PRE/H library

- Title:** **Municipal Financial Analysis Handbook**
- Language(s):** English, French and Spanish
- Date produced:** December 1984 by James McCullough and James Hicks of Research Triangle Institute for PRE/H.
- Description:** This excellent handbook provides tested techniques for analyzing financial data of municipal governments to help local officials improve financial management. Designed as a guide and reference manual, it can be used as a text in courses on local government financial management. The chapters are organized around four major topics: concepts and data required for financial analysis; analysis of local revenue generation; expenditure control; and balancing revenues and expenditures. Each chapter presents analytical methods along with case studies and examples to show how the methods are applied. Appendices contain a glossary of financial terms and a note for course instructors.
- Application:** It is recommended that both local and national officials participate in order to facilitate comparative analysis. The materials are generic and are best supplemented by examples and case material specific to the country.
- Where available:** PRE/H library; all RHUDOs have received copies.

- Title:** **Parkridge-Fontainbleau Project: Management Training Program**
- Language(s):** English
- Date produced:** Spring 1983 by Fred Fisher and Jim Pritchard for the Office of Housing and Urban Development of AID
- Description:** This three ring binder contains the materials for a four week training program to prepare the management team implement the Parkridge-Fontainbleau project in Harare, Zimbabwe. The training, sponsored by the Harare City Council, the Ministry of Housing of Zimbabwe, and AID, aimed to help participants understand better the project and community issues as they relate to it; improve their skills in management, group relations and community development activities; review the systems for the project and help build the team's capacity to assist beneficiaries build individual shelters, forging a strong management team. The topics covered are: action research and training, leadership, community development skills, public relations, conflict resolution and conducting meetings. There is a detailed schedule for morning and afternoon sessions for each week, with an overview, key concepts, additional readings, and handouts for a variety of training exercises for each topics.
- Application:** This excellent manual is comprehensive and carefully designed so that other trainers would be able to use it with local project implementers.
- Where available:** PRE/H library and RHUDO/Nairobi.

- Title:** **PRE/H Staff Personal Computer Training Course**
Module I. Introduction to the Wang PC
Module II. Contracts Control System
Module III. Housing Needs Assessment Model
Module IV. (Bertaud) Affordability Model
- Language(s):** English
- Date produced:** Final copies are dated Dec. 9-12, 1985. Produced and revised by Advanced Technology.
- Description:** The first module is a basic introduction to the WANG PC; the second provides a computerized system for maintaining and reporting budgetary, contractor, and scheduling information for several fiscal years; the third provides a computerized system for the housing needs assessment model; and the fourth utilizes a Lotus 1-2-3 spreadsheet to enable users to assess the impact on shelter projects of trade offs between a number of land use and cost and pricing systems.
- See also an Occasional Paper: AID Housing Needs Assessment Model User's Manual (Dec. 1984). This paper describes the capabilities and operating procedures for the computer-based Housing Needs Assessment Model, developed for WANG and IBM PC equipment. The model is designed to project housing needs taking into account available data on traditional shelter construction rates, population growth, decay of existing housing stock and minimum acceptable standards. It allows testing of effects of alternative growth and investment scenarios and incorporates the results of field tests in Kenya and Sri Lanka.
- Application:** Since these computerized programs were designed for PRE/H and the RHUDOs, the intended audience consists of the AID staff and those contractors and host country officials working with them in planning AID supported programs. Advanced Technology has prepared training schedules for use with each of the modules and conducted a training for PRE/H staff in December 1985.
- Where available:** PRE/H library. It is important to check that copies in the RHUDOs are the revised versions, rather than earlier drafts.

- Title:** **Urban Financial Management, Phase II: Local Government Financial Management Workbook for the Philippines, Final Report**
- Language(s):** English
- Date produced:** July 1983 by Research Triangle Institute (R.W. Johnson, S.S. Johnson, and J.S. McCullough)
- Description:** The purpose of this workbook, and the exercises and worksheets contained in it, is to assist local government officials to collect and interpret financial information about local government. It provides a way to compile and analyze local financial information and an orientation to the need for standardized information and the uses to which it can be put, such as planning and forecasting. The approach is based on making use of information already available at the local level and most of the analyses suggested can be carried out by hand calculations.
- Application:** This workbook is intended for use by local government officials in the Philippines responsible for local government financial management functions, including revenue forecasting, analysis of financial conditions, program or project planning and resource allocation. However, most of the information and worksheets are generic and could be readily adapted for use in other countries. The manual can be used for individualized instruction, but it is recommended that it be used in a group comprised of members from a number of municipalities who would receive the workbook material in advance and bring data with them to the workshop. This would enable participants to analyze the data comparatively with outside technical assistance.
- Where available:** PRE/H

Title: Secondary Towns: An Overview and Five Case Studies

Language(s): English

Date produced: April 1985 by Rivkin Associates, Inc. for PRE/H

Description: This Occasional Paper was developed for the 1985 meeting of the United Nations Commission on Human Settlements in Jamaica. The five case studies consider secondary town development in Kenya, Ivory Coast, Indonesia, Korea and Brazil--countries with different populations and levels of AID assistance. The focus of the paper is on strategies for improving socio-economic conditions in small towns in an effort to stem migration to larger cities.

Application: The case studies could be useful additions to workshops dealing with housing issues in small towns in these countries.

Where Available: Wide distribution