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OPPORTUNITIES INDUSTRIALIZATION CENTERS INTERNATIONAL
Contract No. AID/FF 423
Report No. 15

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QUARTERLY PROGRESS REPORT
APRIL, MAY, JUNE 1973
OICI/Africa Activities
Submitted to:

UNITED STATES AGENCY FOR INTERNATIONAL DEVELOPMENT

Washington Center
Room 1656 NS

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OICI/Africa
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July 1973

TABLE OF CONTENTS

	PAGE
I. DIRECTOR'S OFFICE ACTIVITIES	1
II. ADMINISTRATIVE SERVICES OFFICE ACTIVITIES	13
III. PROGRAM ACTIVITIES (TRAINING OFFICE)	26
IV. ECONOMIC DEVELOPMENT OFFICE ACTIVITIES	51
V. SUMMARY	56

DIRECTOR'S OFFICE ACTIVITIES

Director's Office Activities

General

As with the first quarter of 1973, the second quarter found the central office spending even more time working closely with AID contract and program personnel in budget preparation, negotiation and finalization. The negotiations during this period centered around finalizing funding of Task Orders No. 1 (Central Office), 2 (Ghana), and 3 (Nigeria) for fiscal year '74. Agreement was reached for all three Task Orders in June 1973. Even though Task Orders No. 5 (Kenya) and 6 (Ethiopia) terminate December 1973, the central office is making the necessary preparation to submit 1974 budgets to AID contracts in September 1973.

Interest on the part of international personalities to see the OIC program continues. During this period, OIC International received many inquiries from other African Embassies as well as visitors from Botswana, Zimbabwe ("Rhodesia"), Azania ("South Africa"), "Angola", and West Germany.

The final written report of the Touche Ross & Co. independent audit of OIC International's financial activities for 1972 year was received and copies have been shared with the OICI Board of Directors and AID.

The second independent evaluation report, conducted by Community Sciences, Inc., was received and copies shared with the OICI Board and AID. Similar activities in terms of measuring the

progress of the OIC International effort will be undertaken in the future. Our approach for such future activities will undergo somewhat of a different method and possibly conducted by another consultant group.

One major activity that Rev. Sullivan and OIC International central office is planning and preparing for during the next quarter is a Conference on Investment in Africa and Caribbean. This conference is being convened by Rev. Sullivan to bring African and Caribbean representatives together with American businessmen to explore investment opportunities in these areas of the world. Rev. Sullivan in his decision to implement such a conference, resulted from his many meetings with African Heads of States, Ministers, Ambassadors as well as with American business associates and leaders expressing interest in American investment in Africa and the Caribbean. Therefore, this conference is being organized to serve as a forum for the exchange of concrete ideas and possibilities. In addition to bringing together American businessmen and African and Caribbean representatives, we are also inviting a third party consisting of the U. S. Government (Agency for International Development and Overseas Private Investment Corporation) to share a great deal of insight and encouragement with the American businessmen interested in investing abroad. This activity will take place at the Bellevue Stratford Hotel in Philadelphia on 7-8 September 1973. At this time we are expecting this conference to be a success.

Field Project Activities

Nigeria

Since OICI is considering fiscal year '74 as a critical period in moving the local program and community towards self sufficiency,

the OICI Nigeria Program Advisor, Mr. Wesley Kirk, was returned to the central office for in depth discussion and consultation regarding the progress and future directions of the OIC Lagos program. In addition to gaining a great deal of first hand insights on the accomplishments of the program to date, specific and detailed instructions were shared with Mr. Kirk, emphasizing the immediate goals that have to be reached and how they should be approached. This exchange, from close up observations as well as distant view from central office, we feel proved healthy to all involved and will go a long way in strengthening the Lagos effort.

One of the major efforts during the next quarter will be to bring together a closer understanding and cooperative relationship between the local community, the Industrial Advisory Council, the business community and the Nigerian Federal Government, and greater support for OIC Lagos.

Two additional TAT members took up their assignments in Nigeria in the areas of Industrial Relations/Job Development and Air Conditioning and Refrigeration. In addition, a person has been identified to fill the position of Administrative Officer, replacing the previous one who had resigned. Also, a Counseling Specialist has been identified. They are both now attending orientation in Philadelphia. Bio data on both persons, Messrs. William Davis, Counseling Specialist, and Charles Ball, Administrative Officer, has been forwarded to AID Washington as well as to the TAT and local board of directors.

Negotiations for funding of the Nigeria program continued during this period. New budgets were submitted to AID/W, meetings were

held with AID contract and Nigeria desk personnel as well as AID regional people. Agreement on funding the OIC Lagos program for fiscal year '74 was reached prior to 30 June 1973.

With the Program Advisor's return to Nigeria, reports from him have indicated that the program priorities are now being addressed and met with much greater sense of urgency, especially by the local board of directors and its supporting arm, the Industrial Advisory Council. With a timetable set for priority accomplishments, we look to see the OIC Lagos program becoming even more viable and effective in serving the Lagos metropolitan community.

Ghana

Negotiations with AID/W were also held during this period around funding for the OIC Ghana program for fiscal year '74. The end of the quarter found agreement reached for the OIC Ghana program.

One of the highlights of our Ghana effort is that the majority of our TAT personnel have agreed to recontract to serve an additional one or two year term. With this being the case, the OICI Counseling and Feeder Training Specialists as well as Administrative Officer returned to the U. S. for home leave. The Feeder Training and Counseling Specialists have recontracted for one more year, and the Administrative Officer for an additional two years. We feel that this desire on the part of our personnel to serve additional time in Ghana reflects the all around accomplishments of the Ghana project as well as the back-stop support of the central office.

The OIC Ghana program, we feel, continues to make great strides in its training program. With its relocation to a new site in Accra proper, we are expecting even greater acceleration of its

accomplishments and impact on the Accra metropolitan community. The support from the AID Mission is an additional factor for the continuous progress being made in Ghana. Our greater concern now in moving the program to more self reliance and reducing the OICI support, lies with improving the capabilities and effectiveness of the OIC Ghana board of directors, in which progress is being achieved in this direction.

Ethiopia

The full staffing of three OICI personnel are now on site in Ethiopia. With the TAT members there, and greater support being generated by the local board, inspite of past difficulties and concerns, the OIC Ethiopia program has started in a positive manner. The OIC Ethiopia board has maintained its interest and enthusiasm for the contribution OIC can make to Ethiopia and continue to demonstrate it through its very able and enthusiastic leadership.

One significant aspect of the Ethiopia community's desires and accomplishments has been demonstrated by their initiating and completing a basic education and attitudinal training program with the Ethiopia Commercial Bank personnel. This was an early implemented program, initiated well before program approval and funding was forthcoming from OICI to initiate OICE activities as planned.

With the board of directors and TAT working diligently together, OICI personnel have finally received certain amenities from the Ethiopia government, such as tax exemption and duty free privileges for personal effects. In the future we are hopeful that these amenities will be granted as well for OICI personnel

to import their cars, which would enhance their ability to assist the program as well as gain greater knowledge of the Ethiopian people and community.

A tentative "Plan of Action" for the Ethiopia project is now being finalized and once completed by the TAT, will be submitted to the OICI central office for review and final submission to AID Washington/Mission.

From reports and communications returning from the Ethiopia program, as previously indicated in the last quarterly report, there will be a need for increasing the budget to assure success in reaching the goals and objectives established in Ethiopia. Details of what is specifically required will be reflected in the 1974 budget for this program scheduled to be submitted to AID Contracts Office September 1973.

Kenya

The full staff of three OICI personnel are now on site in Kenya, as in Ethiopia.

The OIC Kenya board of directors has continued interest in the program and continue to demonstrate it by efforts underway to expand its board with people who can be an asset to OIC development in Kenya.

As previously indicated, because of redirection, OIC Kenya is moving aggressively ahead in establishing a program in the area of Entrepreneurial and Management Development. This being a vital need in Kenya, OIC Kenya has as a major part of its effort to develop closer cooperation with similar government and private efforts in maximizing its impact and contribution.

In the area of receiving government amenities, OIC Kenya has been able to receive permission to import personal effects and training materials. The areas that have not been accomplished, which create a great deal of concern for us, is the tax exemption category as well as TAT importing of automobiles. If this tax exemption situation is not resolved in the near future, the OICI Director will be reviewing this question with AID personnel for resolution.

A tentative "Plan of Action" for the Kenya project is now being finalized and once completed by the TAT, will be submitted to the OICI central office for review and final submission to AID Washington/Mission.

Despite many difficulties of the past as well as the ones that we are presently confronted with, we feel OIC Kenya is on the right track and with greater effectiveness and cooperation, should do well in demonstrating the contribution it can make to the socio-economic aspirations of Nairobi and Kenya.

From reports and communications returning from the Kenya program, as previously indicated in the last quarterly report, there will be a need for increasing the budget to assure success in reaching the goals and objectives established in Kenya. Details of what is specifically required will be reflected in the 1974 budget for this program scheduled to be submitted to AID Contracts Office September 1973.

OIC International Board

The second quarterly meeting of the OICI Board of Directors was held on 19 April 1973. During this meeting, the Administrative

Services Manager, Mr. Irby Johnson, gave the board members a detailed report of the financial, personnel and procurement aspects of OIC International. The board members were also given up to date information on OICI present and future activities by the Director. In addition, they also reviewed the groundwork developed thus far for the OICI Conference on Investment in Africa and Caribbean.

It was also discussed and agreed upon, that Rev. Sullivan and two other board members would visit Africa prior to the end of the 1973 year.

OICI/AID Relationship

OIC International central as well as field offices, continue to maintain contact with AID Washington and the Missions. This relationship continues to be maintained primarily in the U. S. through the Director, with the support of his staff, and in the field by the Program Advisors.

It is felt by OICI that its relationship with AID has proved more cooperative and positive during the latter part of this quarter. Although a great deal of this cooperative accomplishment can be attributed to OICI in redoubling its efforts to improve its lines of communications with AID as well as understanding AID's side of the situation, a great deal of this positive air of good feeling and cooperation can be contributed to AID Contracts Office, especially Mr. Frank Calkins and Ms. Patricia Bullock. By maintaining the integrity of their positions and responsibility, they have gone all out to make sure that they understand OICI's position as well as clarify AID's concerns, procedures and obligations. It is felt by OICI that this cooperative relationship

is extremely necessary for the success of OIC's unique approach of technical assistance to LDCs.

This period of more positive cooperation demonstrated itself with AID contract personnel visiting Philadelphia to review and continue negotiations of OIC contracts as well as the contracts personnel being of great assistance to OICI in finalizing its major Task Orders prior to the end of the fiscal year 30 June 1973.

As previously cited in the Kenya section of this report, there still exists the problem of exemption from local tax for the OICI field personnel assigned to Kenya. This concern was previously discussed with the African Bureau Assistant Administrator and his Deputy, that a precedence has been established where AID has assisted contracted agencies in this question of not receiving local tax exemption, by a grant that will cover this personnel cost if it was not officially granted by the host government.

Staff Development

In service training for the central office personnel this quarter continued to be held on a monthly basis. Not only has an effort been made to upgrade all central office personnel on all aspects of the different components of the Sullivan Movement, but re-doubling of efforts have been made to increase OICI personnel awareness of similar programs outside of the OIC program. We feel that such an approach will provide greater cross fertilization and will enhance OICI central office's efforts in back-stopping the field activities as well as improve its personnel capabilities.

Travel

A great deal of travel during this quarter was that of the OICI Director and Administrative Services Manager traveling to Washington D.C. to meet with AID personnel around negotiations for previously mentioned Task Orders.

The Administrative Services Manager was previously scheduled to travel to Africa during this quarter, but due to negotiations with AID for contract approval of Task Orders No. 1, 2 and 3, his trip was postponed until the next quarter.

The Director is scheduled to travel during the next quarter. He hopes to spend the latter part of September, October and possibly early November, in the field holding in depth discussions with the local boards of directors and government personnel. He also plans to have a meaningful review of each and every program spending a great deal of time with the local personnel and TAT members. This whole trip is planned around adding additional direction for accomplishing our goals for fiscal year '74.

As previously indicated, Rev. Sullivan and possibly two OICI board members are tentatively scheduled to visit the programs during the latter part of 1973. Their main purpose will be to review total program efforts with the boards of directors and Industrial Advisory Councils in each country.

Special Concerns

-Our major concern during this period is making all parties - central office personnel, OIC local boards of directors, program advisors and TAT members, and local OIC staffs, fully cognizant of the need to demonstrate positive, tangible results to assure

that OIC is making the type of impact and contribution to the local community in which they are developing, to assure continued interest and support from all parties that are actively and wholeheartedly supporting this new experiment in delivering technical assistance.

-That OICI has a full TAT assigned to the OIC Nigeria program no later than 30 September 1973, being that this has never been accomplished to date, because of a variety of difficulties which have been previously expressed.

Future Activities

- 1973 second Orientation Session for Participants in July 1973.
- Third quarter OICI Board of Directors meeting.
- Continued effort to increase job placements in West Africa.
- Continued positive implementation of East Africa programs.
- Travel for OICI Administrative Services Manager to review the financial aspects of the four African programs, and also conduct inventory of the programs.
- Continued effort to gain private support for OIC International.
- Travel for the OICI Chairman and/or Director during the fall of 1973.
- Two day Conference on Investment in Africa and Caribbean, to be held in Philadelphia, 7 and 8 September 1973, with OICI as the convener.

- To encourage greater leadership on the part of the local boards of directors and Industrial Advisory Councils.
- To submit the OIC Ethiopia and Kenya budgets to AID in September 1973.
- Seek approval from AID to engage consultant services to develop an improved Management Information System.

ADMINISTRATIVE SERVICES OFFICE ACTIVITIES

ADMINISTRATIVE SERVICES OFFICE ACTIVITIES

This Quarter saw the culmination of many projects within the Administrative Services Office. There were many positive developments which occurred during this Quarter. We, as well, gained additional insight into problem areas which continues to plague our activities.

Certainly the most significant event during this Quarter was the development and settlement of Task Order Nos. 1, 2 and 3 Amendments for Fiscal Year 1974. However, while these talks were being held, there were several situations which were not resolved and they are: the continuous cash shortages due to the non-reimbursement of the vouchers, attributable to drawing down of advances, the excess cost of Task Order No. 4 and the contract between the U. S. Government and Rev. Sullivan (No. 570) all remain unresolved. However, in general, it is felt that communications have improved tremendously through the meetings held during this period with USAID personnel. This improved communications should set the stage for the successful achievement of our objectives during the Fiscal Year 1974.

During this Quarter, we received our independent audit report from the firm of Touche Ross and we were pleased by the comparatively few negative findings that were included in the Internal Control Report which accompanied the report.

During the course of this, the Administrative Services, section of the Quarterly report, these are the areas which will be covered. The Accounting area will be discussed with particular reference to the implementation of recommendations from the audit for December 31, 1972, and a detailed discussion of some of the cash problems we have experienced. Following that, the Procurement section of the report will discuss the improved alarm system as well as the utilization of the third floor of our office building. The highlights within the Personnel area were the recontracting and debriefing sessions held with several members of our Ghana Technical Assistance Team and these and other matters will be focused on under that heading.

Contracts

Pursuant to the beginning of Fiscal Year 1974, this Quarter saw intense negotiations relative to funding Task Order No. 1 (Central Office), Task Order No. 2 (Ghana) and Task Order No. 3 (Nigeria). All things considered, we feel that these negotiations will set the stage for improved coordination and communication between OIC International and the Agency for International Development.

Two significant developments evolving from these negotiations were, a thorough independent review of our system of financial reporting from the field, and the addition of one new staff member under Task Order No. 1. It was agreed that the second bookkeeping position would not become permanent until a review of the field financial reporting system was completed. Whereas under Task Order No. 2, there was a revised Scope of Work which redefines the approach that will be utilized in Ghana. Task Order No. 3 was provided with the basic resources that will be needed next year and should assure that a viable OIC remains for many years after the departure of the Technical Assistance Team.

The negotiations for Task Order No. 1 resulted in several compromises. For example, the second bookkeeping position which is still a dire need within our organization was at least partially funded pending the outcome of the review of the field reporting system. The addition of the Training Coordinator position to support the Training Office will serve to strengthen this office immeasurably and it is anticipated that it will result in a general upgrading of the backstopping services provided within OIC International.

Task Order No. 2 was basically provided with the essential tools needed to meet its objectives in the upcoming Quarter with the exception of the Lumisonic teaching machine which was deferred

until a later date. We will be providing the justification for this excellent machine in the upcoming months and it is our fervent hope that AID will agree to the inclusion of this secretarial science teaching machine within Fiscal Year 1974. Questions raised regarding the use of consultants and other items requested within Task Order No. 2 will be addressed in future correspondences to the Agency.

Possibly because of the pre-negotiation meetings that were held with the Nigerian Desk, we were provided, for the most part, with the resources we will need in the upcoming year to assist OIC Lagos. Again, however, the question of the Lumisonic machine was deferred until a later date, for the same reason as mentioned earlier for Ghana.

In summary, the negotiations indicate that there is an improved climate of cooperation between all parties concerned, as the quality of communications have improved. Most interested readers are aware of the piecemeal funding which OIC International experienced during the Fiscal Year 1973 and it is our hope that this situation does not occur in the future. It was tacitly agreed, that future negotiations should precede, by approximately 3 months, the exhaustion of funds in order to preclude the problems experienced in previous years.

Clearly, Fiscal Year 1974 and Fiscal Year 1975 will be the impact years for our operations in Ghana and Nigeria. We feel that an initial foundation has been laid in both the Field and in the U.S. Moreover, in our opinion, if USAID's and OICI's cooperation continues and improves, we will, together make a marked impact on some of the problems facing our neighbors in other parts of the world.

Accounting

The year's second Quarter's accounting operations were highlighted by the culmination of Touche Ross and Company's Audit Reports for the year ending December 31, 1972, and by the funding, by the U.S. Agency for International Development, of Task Order Nos. 1, 2 and 3.

Touche Ross and Company presented the annual audit report and management's Internal Control Report during this Quarter. Copies of the Reports have been forwarded to both the OIC International Board of Directors and to AID.

Note, that the management's Internal Control comment report outlines points that we currently have implemented and corrective actions taken. Such procedures and/or actions are as follows:

Report
Reference

Subject

Action Taken

A-1	Financial Statements	Monthly Financial statements are prepared for each month's operation. Also, statements are available for the months of April 1973 thru June 1973.
D-4	Standardized Account Description	The Field Technical Assistance teams currently have and are using charts of accounts in conjunction with the monthly Admin. Services Reports.
F	Other Receivables	Letters are currently directed to all recipients of outstanding receivable and appropriate follow-up is done to assure collection.

The remaining points are currently under review and corrective action to follow.

Other Activities

As a result of the request made by the local government of Kenya, through our Field staff members, the Chairman of the Board and the International Director have approved and submitted authorization to the Fidelity Bank of Philadelphia to issue a Letter of Credit to the Standard Bank, Nairobi, Kenya, in the amount of \$4,500. As of June 17, 1973, the Fidelity Bank has issued the Letter of Credit authorizing the Standard Bank "to issue Immigration Bonds - totaling U.S. \$4,500 - in favor of the Government of the Republic of Kenya." This Bond was a necessary assurance to Kenya that their Government would not be responsible for any cost attributable to our personnel assigned there. This action resulted from our continuous inability to achieve, in Kenya, all the government immunities of OICI, with local board initiative received from West African Governments. We hope as our efforts prove themselves in Kenya, OICI Kenya will be granted similar arrangements. The OIC Kenya Board continue to attempt to resolve this situation.

Throughout the major portion of the second Quarter, we incurred severe cash difficulties. (Refer to succeeding cash flow for substantiation). Essentially, the cash difficulties were due to AID's failure to approve advance request for Task Orders 5 and 6, and also due to the lack of Obligated funds for Task Orders 1 and 2 for the operating period of May and June.

During the Quarter, the Federal Information tax returns, forms 990, were completed and forwarded to the Internal Revenue Service, Mid-Atlantic Region. The report pertained to the tax year ending 12/31/72.

The Quarter ended with the U.S. Agency for International Development granting additional contract funding for the Fiscal Year ending June 30, 1974. The amounts, of additional Obligated funds, are as follows:

<u>Operation</u>	<u>Task Order #</u>	<u>Obligated Amt.</u>
Central	1	\$ 250,000
Ghana	2	302,000
Nigeria	3	277,002

Provided on the succeeding page is a summary of other Financial Activity.

OPPORTUNITIES INDUSTRIALIZATION CENTERS INTERNATIONAL, INC.
 CASH FLOW
 FOR THE PERIOD JANUARY 1, 1973 TO JUNE 30, 1973

	<u>January</u>	<u>February</u>	<u>March</u>	<u>April</u>	<u>May</u>	<u>June</u>	<u>Total</u>
Cash Balance beginning Available cash	\$ 344						\$ 344
Cash Receipts		(\$71,832)	(\$24,349)	(\$ 32,713)	(\$ 42,956)	(\$ 58,613)	
U.S. Gov't AID							
Task Order No. 1	55,374	53,065	31,064	52,939	15,478		207,920
2	28,906	47,421	24,570	70,195		29,256	200,348
3	44,619			40,266	13,865	44,316	143,066
4		39,396					39,396
5					7,843		7,843
6					10,878		10,878
Sub-total cash Receipts	\$128,899	\$139,882	\$55,634	\$163,400	\$ 48,064	\$ 73,572	\$609,451
Total Cash	\$129,243	\$ 68,056	\$31,285	\$130,687	\$ 91,020	\$ 14,959	\$609,795
Expenditures:							
Gov't Contract Programs							
Task Order No. 1	\$ 31,063	\$ 24,612	\$24,847	\$ 24,291	\$ 27,067	\$ 35,979	\$167,859
2	24,570	58,809	17,109	29,256	57,957	19,971	207,672
3	27,699	821	11,745	13,865	44,316	33,922	132,368
4	13,182	8,157	2,720	9,175	(1,152)		32,082
5	--	--	3,203	4,640	11,296	11,930	31,069
6	--	--	4,374	6,504	10,149	11,372	32,399
Sub-total Expen.	\$ 96,514	\$ 92,399	\$63,998	\$ 87,731	\$149,633	\$113,174	\$603,449
Payables & Accrued Salary & Vacation 1/1/73	\$104,561						\$104,561
Total Expenditures	\$201,075	\$92,399	\$63,998	\$ 87,731	\$149,633	\$113,174	\$708,010
Cash Bal Over (Under)	<u>(\$ 71,832)</u>	<u>(\$24,349)</u>	<u>(\$32,713)</u>	<u>\$ 42,956</u>	<u>(\$ 58,613)</u>	<u>(\$ 98,215)</u>	<u>(\$ 98,215)</u>

SUMMARY OF FINANCIAL ACTIVITY
FOR THE QUARTER APRIL 1, 1973 TO JUNE 30, 1973 .

VOUCHERS PROCESSED
QUARTER ENDED 6/30/73

	<u>April</u>	<u>May</u>	<u>June</u>	<u>Total</u>
Task Order #1	70	25	53	148
Task Order #2	25	7	18	50
Task Order #3	20	14	18	50
Task Order #4	-	-	-	-
Task Order #5	14	8	10	32
Task Order #6	<u>21</u>	<u>5</u>	<u>13</u>	<u>39</u>
Total	150	59	112	321

FUNDS EXPENDED
QUARTER ENDED 6/30/73

	<u>April</u>	<u>May</u>	<u>June</u>	<u>Total</u>
Task Order #1	\$24,291	\$ 27,067	\$35,979	\$ 87,337
Task Order #2	29,256	57,957	19,971	107,184
Task Order #3	13,865	44,317	33,922	92,104
Task Order #4	9,175	(1,152)	--	8,023
Task Order #5	4,640	11,295	11,930	27,865
Task Order #6	<u>6,504</u>	<u>10,149</u>	<u>11,372</u>	<u>28,025</u>
Total	\$87,731	\$149,633	\$113,174	\$350,538

Procurement

There was continued improvement in the Procurement area for this Quarter. Cooperation from vendors has improved in regards to supplies and light equipment. However, heavy equipment still presents some difficulty in reference to timely deliveries. The problem is that the larger items are normally not kept in stock or are not fully assembled which results, in some cases, a waiting period of sixty to ninety days.

Owners of the Tulpehocken Street property have revamped the burglar alarm system. The system formerly used provided only protection of doors and windows if forced open. Magnet tape has been applied to windows to trigger the alarm if any glass is broken during an attempted break-in.

The owners have also repaired and painted walls and ceilings on the third level of the property during the Quarter to enable the move of the library and staff lounge which provides much needed space to the first and second floors. The space which was formerly utilized as the staff lounge will now be used as a duplicating and storage facility.

There was concern raised by auditors in reference to the accuracy of the inventory records. It is now a priority of this office to bring these records in line with accounting information through reconciliation.

Personnel

During the period, this office has begun to revise its employee files to allow research into those files to take place more efficiently. The individual employee folders are being reconstructed and fasteners are utilized to place information in order of date and importance. This provides a neater package which enables one to review an employee's entire work history and personal data more expeditiously.

This office is experiencing great difficulty in recruiting a qualified Feeder Training Specialist for Nigeria since the transfer of Ms. Simon to the Kenya project. The efforts in this area have been intensified and the filling of this position is expected in the near future.

The Personnel Officer, during the Quarter, attended a personnel course in New York at the American Management Association. The length was five days and covered such areas as employee benefit programs, electronic data processing, much concentration was given to interviewing prospective employees, which involved the use of video tape equipment that was used to critique participants in mock interviews. The course, for the most part, was structured around lectures, which were given by noted experts in

their respective fields of personnel administration.

The Personnel Officer also attended a one-half day session with Mr. Sidney Clark, Asst. Administrator at the Phila. Mental Health Services. This meeting was held mainly to deal with problems existing around our personnel filing system.

During the period, three American Field staff members, all from the Ghana OIC program, returned to the U.S. for home leave, debriefing sessions and recontracting. They were: Mrs. Doris Mack, Counseling Specialist, Ms. Sylvia Smith, Feeder Specialist and Mr. Daniel Sparks, Administrative Officer. Mrs. Mack and Ms. Smith have recontracted for twelve months and Mr. Sparks for an additional twenty-four months.

All three returnees have expressed either in their debriefings or in meetings with the Personnel Officer their concerns on food shortages and high cost of living in Ghana.

The problem surrounding billing for our employee retirement plan is nearly resolved. Although retirement contributions were not paid, OIC International employees were covered under

the plan if they were in our employ at any point after July 1, 1972.

New American Field staff members in the persons of Mr. James Wynn, Program Advisor and Ms. Constance Lundy, Counseling Specialist seem to have settled very well in Ethiopia. Likewise, Ms. Sylvia Simon, Business Education Specialist and Mr. James Eddleton, Entrepreneurial Management Specialist in Kenya.

Below please find a summary of personnel activities for this Quarter:

SUMMARY OF PERSONNEL ACTIVITIES

Central

Employed

Moubacar Diallo	Asst. Admin.	April 30, 1973
Lydia Flores [^]	Clerk-Typist*	June 4, 1973
Sylvia Lewis**	Trgn. Res. Spec.	June 4, 1973

*Temporary

**Mrs. Lewis served with OICI in Lagos thus bringing much needed technical and practical field experience to the central office.

TRAINING OFFICE ACTIVITIES

TRAINING OFFICE

General Overview

The period covered by this report (2nd quarter, 1973), again brought significant aspects of development for our program operations. We have been able to complete selected projects, continued to move into higher phases of still other projects and maintained a satisfactory level of operation in our overseas programs.

We completed the first phase of the comprehensive Feeder Curriculum Guide. We have committed the document to our Technical Assistance Teams in each of our overseas locations for use as a guide in the development of Feeder manuals. The manuals are to be developed specifically for use in the local host countries. Our TAT staff will assist local personnel in the development of the manuals.

Our next phase will be to revise the Feeder Curriculum Guide based on input from our field staff use of the document. Planning for the revision include an expansion of the scope of the document making use of the data supplied by our field staff.

In addition to the Feeder Curriculum Guide, the Training Office developed or acquired for use in the field:

- A Time Sequence Graph which is to be used as an evaluation tool for OICI Field Staff performance
- A draft of a Technical Assistance Plan format to be used as a guide for the TAT planning with the local staff.
- Copies of the OICI film, "Building A Bridge."
- Cataloges, selected course material and OICI booklets.

The functional units in the Training Office continued to provide on-going service both to the central office and to our field operations. As described in our last quarterly report, these units are designed to make maximum use of a limited staff to accomplish the goals and objectives of our agency in regards to the training effort.

Our Curriculum Development Unit (CDU) completed and transmitted to the field the comprehensive Feeder Curriculum Guide. This represents the beginning of the first phase of our curriculum planning. We recognize this as a vital area for us as an agency if we are going to provide adequate educational support to our Technical Assistance Teams. Therefore, it is urgently important for the Training Office to get additional staff in order to make up for some of the valuable lost time in this educational services area.

The In-Service Training Planning Unit (ISTP) developed and implemented an In-service Training Session for each month in this quarter for members of the central office staff. The

planning in this unit is centered around a five-point series that is designed to meet the needs of staff on all levels:

1. A Management Series - that is geared toward the top managers in the agency and designed to keep them abreast of the latest managerial techniques and information.
2. A Secretarial Series - that is geared toward the clerical support staff and is designed to keep them abreast of the up-to-date methods in their areas of specialization.
3. Cross-Cultural series - on an occasional basis we will bring to the attention of our staff significant aspects of cultural developments from international communities. These presentations will be designed to enhance the knowledge and appreciation of various world cultures. This series will also include presentations on international relations.
4. OIC Progress Series - this series is designed to keep the OICI staff informed about developments within the broad "family" of the OIC and Progress Movement. This series will be informational and motivational in concept as we understand our role in relationship to other aspects of the movement. This series will include presentations from OICI central office managers.

5. Manpower Series is designed to share with OICI staff some viewpoints from other manpower training programs.

The In-Service Training Sessions that were planned and implemented during the quarter were:

April 27, 1973 - Cross-Cultural "Soul to Soul Smorgasbord"

May 24, 1973 - Progress Series

June 28, 1973 - Progress Series (continued)

This unit will also develop procedures and guides for in-service training for our Technical Assistance Teams in each of the overseas locations.

The Library and Informational Service Unit (LIS) implemented a book review project during the quarter. Members of the central office staff will read and review selected books that are relevant and interesting on a volunteer basis.

OIC International Library was moved to the third floor during the quarter. The space that is provided under the new arrangement will allow for a broader utilization of the library services.

Our Research and Development Unit (RDU) supplies a statistical data report to the director's office on a monthly basis for each of the operating programs.

During this quarter the RDU has worked with our counseling specialist from Ghana in an effort to revise the Data Report Forms that we are presently using. It is anticipated that this project will be completed early in the next quarter.

The RDU coordinated the development of the Two-Year Quarterly/ Time Sequence Graphs that were submitted to the TAT in each of our overseas locations. These graphs are to be used as guides for the program advisors to evaluate the performance of the TAT staff.

Conferences were held during the quarter with representatives from Touche-Ross and Arthur D. Little, Inc. in reference to the development of a comprehensive Management Information System for OICI. Recommendations will be made to the director's office when all of the data is received from the agencies involved. Our RDU is coordinating these efforts.

Also during this quarter our RDU reviewed Learning Systems in vocational areas from Lumisonic (Sight and Sound) Corporation and the Xerox Corporation. Additional follow-up will be done on these inquiries during the next quarter.

The Orientation and Educational Services Unit (OES) completed the eight (8) week orientation session (March-April) for the overseas participants and the American field staff.

Our OES Unit planned and/or implemented the following orientation sessions during this quarter:

1. OICI Central Office staff:

Mrs. Sylvia Lewis, Training Research Specialist
- three day orientation

Miss Lydia Flores, temporary clerical support
- three day orientation

2. Guests and visitors:

a. Walter Picard, Senator, West Germany - April 3, 1973

b. Hon. Kenneth Moesi Nkhwa, Hon. Obed Itani Chilume, Hon. B. Mabuse Moapare, who are Members of Parliament, Gaberones, Botswana and their escort, Mr. Thomas E. Lewis - April 23, 1973

c. Rev. M. E. Maqina, President African Independent Churches Association, Transvaal, Republic of South Africa - May 7, 1973

d. Miss Lindiwe Myeza, Educational Advisor, Women's Association of Inter-Denominational Churches, Johannesburg, South Africa - May 22, 1973

e. Chief Lucas M. Mangope, Chief Minister Bophuthatswana, South Africa - June 1, 1973

f. NARS Team, Lagos Nigeria - June 4, 1973

g. Mr. Rogerio Pereira, Director of NOCAL Brewery Angola, South Africa

3. American Field Staff and African Participants:

William J. Davis, Counseling Specialist

Charles A. Ball, Administrative Officer

Planning for July/August:- Wilbur L. Phillips,
E/M Specialist

Participants:

Mr. S. P. Dampson, Board Member - Ghana

Chief O. Z. Ade Ogunwo, Board Member
- Nigeria

Mrs. Christina Amoah, Feeder Instructor,
Ghana

Mr. P.E.K. Satchie, Vocational Instructor,
Ghana

Mr. Issac Yoseph, Building Trades Instructor,
Ethiopia

Mr. Manekuleh Shifferaw, Feeder-Counselor,
Instructor - Ethiopia

II. Field Operations

A. Program Status

1. Nigeria

In an effort to bring the major concerns around the Nigerian program into clearer focus, we requested the program advisor to return to the U.S. for intensive discussions. We consider this as a major impact year for our operations in Nigeria. The second and third quarters are crucial periods in this year. We want to make certain that the direction and the combined resources of the central office, TAT and

the local program are focused in that manner.

a. Counseling

In our last quarterly report, we mentioned the importance of having adequate personnel as well as proper systems and procedures for this area. A continuing effort is made to make certain that basic procedures and functions are carried out in counseling.

Lack of adequate local personnel is still a concern in this area. Plans are underway now to transfer one staff member from Feeder and to hire a new counselor. Since the remaining counselor has resigned recently, it is very urgent for the necessary steps to be taken to hire staff for this area.

An OICI Counseling Specialist has been identified and is expected to arrive in Lagos sometime in August. Our plan is for the hiring of new local staff in counseling to precede or coincide with the arrival of our Counseling Specialist.

b. Feeder

Some steps have been taken to address the three problem areas in the program that have affected the Feeder area. These problem areas were discussed in the last quarterly report.

The process of intake has been modified in an effort to take in new trainees. It will be necessary to continue to refine this process.

Hiring of local staff is still crucial. It is still necessary to hire additional staff members in Feeder to maintain adequate instructional support.

We have placed high priority on the identification of a Feeder specialist to provide support to the TAT.

The orientation program was revised and a Trainee Orientation Booklet was developed in preparation for new trainees.

Planning for the orientation of new trainees was scheduled for June 4, 1973.

c. Vocational

We assigned an Air Condition and Refrigeration Specialist to the TAT during the quarter. He is expected to make a significant contribution to the skill training areas.

Contributions from cooperating industries continue to be made to the program. Some of the donations during the quarter include:

Wayne West Africa Limited - training aids for Auto Mechanics

Maiden Electronics - oscilloscope for the Electronics class

Weide and Company - practice assembly boards for Electronics class

NCR - adding machines

Standard Bank of Nigeria - course material for bank training

The program is making efforts to acquire a dexterity test for the Electronics class.

Curriculum material was revised for Commercial Baking and Hotel Catering training courses.

d. Job Development

A specialist in the Job Development area was assigned to the TAT during this quarter also. The hiring of a local counterpart is expected in the near future.

A representative number of job placements from the skill areas were made during the quarter.

This represents an achievement for the program that reflects the benefit of earlier efforts in industrial relations.

The program continues to expand the base of their industrial contact.

2. Ghana

A significant achievement for the program during the quarter was the acquisition of a new training site for OICG in the OSU section of Accra.

Overall program development continues to show progress. This is also an impact year for the OICG program. The second and third quarters are key months for the TAT inputs.

The local Program Director visited Philadelphia for special orientation in management training during the quarter.

a. Counseling

The OICI Counseling Specialist returned to the U.S. for home leave during the quarter and provided some meaningful recommendations.

Re-organization of the Counseling Department was effectively done with the three local counselors presently assigned to the department.

Intake was conducted for new trainees for the Feeder.

An acting counseling supervisor has been appointed by the local director.

A coordination of counseling and job development was instituted as a Student Service Unit.

b. Feeder

OICI Feeder Training Specialist also returned on home leave during the quarter. She provided recommendations and suggestions for program development.

A local Feeder Instructor attended the orientation in Philadelphia and has returned to his program as acting Feeder Supervisor.

Twenty-two (22) new trainees were processed for the Feeder Program.

An extended Feeder section was established to

enhance the effectiveness of instruction in the program.

c. Vocational

Trainees from the vocational areas assisted in the moving of the program into the new site.

Work on special projects in the community by Building Trade trainees has continued during this quarter.

A special effort to certify job-ready trainees by a combined approach with Student Services

OJT as an experience for the trainees continues to be a part of the training

d. Job Development

Contacts in the industrial community serves as a basis for creating the proper atmosphere for job placement

Follow-up to placements continue to be a regular function of the Job Development Department

A placement report for the quarter for OICG is included in this report.

3. Kenya

Additional members of the Technical Assistance Team were assigned to the OICK project during the quarter. The present staff complement of three (3) are:

Program Advisor - Walter Clarke

Entrepreneurial/Management Specialist - James
Eddleton

Business Education Specialist - Sylvia Simon

Members of the local staff were not hired in time to be assigned to the second orientation session in Philadelphia.

Planning for program implementation will be consistent with the Time Phase Work Plan.

Community contact and cooperation continues to be a prime factor in the program development for OICK.

Meetings were held during the quarter with:

Director and staff of the National Industrial and Vocational Training Scheme (NIVTS) of the Ministry of Labor.

Head of Human Development Section, Ministry of Finance and Planning

Director of Training, Kenya Institute of Management

Director of Youth Operations. Village Polytechnics
Minister of Cooperatives and Social Services,
Vocational Advisor ILO and the Assistant Director
Kenyanization Personnel Bureau, Ministry of Labor

OIC Kenya provided consultancy services to:

Mr. Muhammed Muai - Electrical contracting business

Mr. G. Ngugi - Newtea Ltd. - Export and Import
Business

Mrs. Ruth Akumu - Management Services to present
business and purchase of an additional business.

4. Ethiopia

Additional members of the Technical Assistance Team
were assigned to the OIC Ethiopia Project during the
quarter. The present staff complement of three (3)
are:

Program Advisor - James Wynn

Feeder Training Specialist - Alonzo Jennings

Counseling Specialist - Connie Lundy

Members of the local staff who have already been
hired are:

Makonnen T. Georgis - Program Director

Isaac Joseph - Vocational Instructor

Manekuleh Shifferaw - Feeder Counselor Instructor
Girma Abebe - Accountant
Tesfaye Balcha - Feeder Instructor
Aljnalem Haile, Secretary

Isaac Joseph and Manekuleh Shifferaw will be assigned to the Philadelphia orientation session in July, 1973.

Planning for program implementation will be consistent with the Time Phase Work Plan.

The Feeder phase of program development is already in the planning phase.

Basic planning in counseling has included a follow-up of the twenty-two (22) trainees that completed the Bank Training Course.

The trainees that completed the Bank Training Course have formed an OICE Alumni Association.

Planning is also underway to increase the size of the board and to establish an Industrial Advisory Council.

- 1- copy Program Planning Guide/T.I. Education
- 1- copy Collegiate Education
- 1- copy High School Education

Feeder Manual Appendices - 2 copies - June 8, 1973

Feeder Manual - 2 copies - June 13, 1973

Job Development - 1 copy - June 30, 1973

Film: "Building A Bridge" - May 30, 1973

Ethiopia

Materials on Banking:- May 8, 1973

Programmed Instruction Tellers School Vol. I

Programmed Instruction Tellers School Vol. II

Programmed Instruction Tellers School Vol. III

Programmed Instruction Tellers School Vol. IV

Interested in Interest Rates? (Booklet)

Tellers Guide

Bank Terminology

Booklet for Tellers (from day #1)

Feeder Manual Appendices - 2 copies - June 8, 1973

Feeder Manual - 2 copies - June 13, 1973

Job Development Manual - 1 copy - June 30, 1973

Film: "Building A Bridge" - May 30, 1973

Kenya

Toward A Greater Peoplehood - 50 copies - April 20,
1973

We also hope to clear up the problems around tax exemption and duty free educational materials in the near future.

B. Field Support

Field support to the field operations is an on-going service that must be maintained. During the second quarter we made available to our TAT's the following items as recorded

Ghana

McGraw-Hill Book Company Catalogues - April 19, 1973

1- copy Instructional Material/Basic Career
Training

1- copy Program Planning Guide/T.I, Education

1- copy Collegiate Education

1- copy High School Education

Feeder Manual Appendices - 2 copies - June 8, 1973

Feeder Manual - 2 copies - June 13, 1973

Job Development Manual - 1 copy - June 30, 1973

Film: "Building A Bridge"

Nigeria

McGraw-Hill Book Company Catalogues - April 19, 1973

1- copy Instructional Material/Basic Career
Training

Feeder Manual Appendices - 2 copies - June 8, 1973
Feeder Manual - 2 copies - June 13, 1973
Job Development Manual - 1 copy - June 30, 1973
Film: "Building A Bridge" - May 30, 1973

The monthly narrative reports from the Program Advisors continue to be a major source of information and data for us. We provide guidance in operational matters through recommendations and suggestions as a result of analyzing the field reports.

III. Concluding Observations

Our Training Research Specialist (Mr. Obadiah O. Craig), resigned during the quarter and recently we have hired Mrs. Sylvia Lewis to replace him.

The demands and the volume of work in the Training Office continue to increase so that it is urgently necessary to get additional staff.

Mrs. Sylvia Lewis and the Training Manager visited the International Training Office, USAID to discuss OICI-USAID coordination of international participants. Our discussions were with Mr. James Burke and Mrs. Hilda Wesley.

The Training Manager participated in the debriefing of OICI

field staff who has returned for recontracting.

Members of the Training Office staff participated in the review sessions for the Program Advisor from Nigeria.

Mrs. Lewis and the Training Manager also visited the Peace Corps Office of ACTION during the quarter. We reviewed with staff some of their methods of identifying and processing Americans for overseas service.

QUARTERLY
PROGRAM OPERATIONS
STATISTICAL SUMMARY
April - June, 1973

<u>Lagos, Nigeria</u>	<u>Feeder</u>	<u>Vocational</u>	<u>Program</u>
On Roll	91	82	173
Average Monthly Attendance (Number)	91	69	160
*Job Placements (See sampling attached)	0	33	33
Discontinued	0	11	11
Trainees Served	91	97	217
 <u>Accra, Ghana</u>			
On Roll	25	85	110
Av. Monthly Attendance	25	68	93
Job Placements (See sampling attached)	0	15	15
Discontinued	2	14	16
Trainees Served	25	93	141

*The last quarterly report for Lagos OIC failed to include the fifteen (15) placements for March.

OIC LAGOS, NIGERIA
 JOB PLACEMENT
 QUARTERLY STATISTICAL SUMMARY
 APRIL - JUNE, 1973

<u>Month</u>	<u>Auto Mech.</u>	<u>Air Cond./ Ref.</u>	<u>Sec. Skills</u>	<u>Electronics</u>	<u>Commercial Baking</u>	<u>Service Ind.</u>	<u>Grand Total</u>
*March	7	0	4	0	3	1	15
April	2	0	3	0	1	0	6
**May	2	3	1	2	0	4	12
June	0	0	0	0	0	0	<u>0</u>
							33

*The Quarterly Report for January - March, 1973, failed to include fifteen (15) Job Placements for OIC Lagos

**See attachment for May "Job Placement Summary" Sample including Position, Salary and Vocation.

** SAMPLE

Lagos OTC
JOB PLACEMENT SUMMARY
MAY 1973

<u>Name</u>	<u>Vocation</u>	<u>Position</u>	<u>Salary/Naira</u>
1. Michael Oseni	Auto Mech.	Tech. Clerk	₦ 38.00
2. Olofin Adewale	Auto Mech.	Tech. Clerk	₦ 38.00
3. Yakubu Usubbs	Electronics	Elect. Training	₦ 45.00
4. Adeniyi David	Electronics	Weld. Operator & Maintenance	₦ 45.00
5. John Oluoukun	Sec. Skills	Clerk	₦ 45.00
6. Victoria Anibaba	Service Ind.	Cook	₦ 37.80
7. Caroline Okoye	Service Ind.	Cook	₦ 37.00
8. Yejide Odunsi	Service Ind.	Cook	₦ 37.00
9. Udoh Enoch	Service Ind.	Cook	₦ 37.00
10. Samson Hderohunmu	Air Conditioning Ref.	Serviceman	₦ 56.00
11. Oloko Kalman	Air Conditioning Ref.	Serviceman	₦ 56.00
12. Basaki Oladunni	Air Conditioning Ref.	Serviceman	₦ 56.00

O. I. C. GHANA
JOB PLACEMENTS
JAN. - JUNE 1973

<u>Name</u>	<u>Vocation</u>	<u>Date</u>	<u>Company</u>	<u>Salary/Cedi</u>
1. Douglas Atiemo	Plumbing	2/2/73	Big Ben Ltd.	1.30 day
2. Nii Aryee Quaye	Electricity	13/2/73	Standard Bank	45.00 month
3. Diago Abban	Plumbing	14/2/73	Modern Construction	1.39 day
4. Joseph Hagan	Plumbing	14/2/73	Modern Construction	1.39 day
5. Samuel Appiah	Carpentry	14/2/73	Modern Construction	1.39 day
6. Thomas Ocansey	Plumbing	15/2/73	A Lang	35.00 month
7. Afonodadzi Dixon	Motor Mechanics	15/2/73	Sadelmi Co	1.00 day
8. Moses Afotey	Electricity	28/2/73	G.C.M.T.	643.00 year
9. Moses Koranteng	Electricity	11/4/73	AGIP Tema	53.00 month
10. Enock M. Tettey	Motor Mechanics	11/4/73	AGIP Tema	53.00 month
11. George Awuku	Office Skills	9/4/73	Presby. Book Depot	408.00 year
12. Joseph Okoe	Office Skills	2/4/73	Presby. Book Depot	462.00 year
13. Seth Oko Okai	Office Skills	2/4/73	C.F.A.I.P.	250.00 year
14. Rebecca Hammond	Office Skills	15/4/73	Irani Brothers	33.60 month
15. Charles Kiss-Reck	Plumbing	9/4/73	Irwald Co.	1.39 day

16. Mary Akoto	Office Skills	23/4/73	A.T.T.C. Min. of Educ.	¢408.00	year
17. Rosina Ouaye	Office Skills	23/4/73	A.T.T.C. Min. of Educ.	¢462.00	year
18. Gordon Asare*	Plumbing	27/5/73	Ovoko Contractors	¢ 1.53	day
19. Henry Okutu	Office Skills	1/6/73	P.W.D.	¢408.00	year
20. J.W.K. Arthur	Electricity	6/6/73	AGIP Tema	¢53.00	month
21. Leslie Ayithey	Plumbing	7/6/73	Water & Sewerage	¢340.00	year
22. Moro Naah	Plumbing	7/6/73	Water & Sewerage	¢340.00	year
23. Midras Anderson	Plumbing	15/4/73	Napoleon Club (Temp.)	¢30.00	month
24. Fidelia Mensah	Plumbing	18/6/73	P.W.D.	¢38.61	month
25. Edmond Oti Boateng	Plumbing	23/5/73	P.W.D.	¢ 1.39	day
26. Samuel Amankwaah*	Carpentry	4/5/73	Vanderquaye Orgle Est.	¢ 1.53	day
27. Samuel Amankwaah**	Carpentry	18/6/73	Vanderquaye Orgle Est.	¢ 1.63	day
28. Fredrica Avithey	Office Skills		Presby. Book Depot	¢408.00	month
29. Aidoo Ghunnery	Electricity	22/11/73	Devag Ltd.	¢ 38.00	month

* repeat placement

** 2nd repeat 3rd placement

ECONOMIC DEVELOPMENT OFFICE ACTIVITIES

ECONOMIC DEVELOPMENT OFFICE ACTIVITIES

The outstanding event of this quarter, insofar as the Economic Development Office is concerned, was the hiring of an Entrepreneurial/Management Specialist and Business Educational Specialist; their eight weeks of orientation and subsequent departure for Nairobi, Kenya.

In view of the decision to offer Entrepreneurial/Management Courses as the initial OIC Kenya thrust, a significant portion of their orientation centered around exposure to the "Progress Movement" family of economic ventures, as follows:

- Entrepreneurial Development Training Center (EDTC)
 - Management Classes (Day and Evening)
 - Entrepreneurial Classes (Day and Evening)
- 10-36 Investment Plan
 - Concept, Development and prospects for application in Kenya
- Office of Minority Business Enterprises (OMBE) Affiliate
 - Extension Services such as Business Planning, Loan Packaging, Feasibility studies, etc.
- National Progress Association for Economic Development (NPAED)
 - Concepts of developing a national network of economic programs
- Progress Venture Capital Corporation (MESBIC)
 - Concepts of accumulating capital for high risk venture loans in conjunction with Governmental support.

In addition, a full week of intense sessions, (administered by the OIC Management Training School) provided the participants with management techniques capable of being applied in a variety of domestic and international situations.

As part of their informal exposure the participants attended LaSalle College's (Phila, Pa.) Community Inter-City Business Sessions and American Management Association's annual meeting.

Prior to their departure, the Entrepreneurial/Management Specialist and Business Education Specialist joined with the Economic Development Manager in preparing Phase I of the proposed approaches to the offering of Entrepreneurial/Management Courses in Kenya. Briefly described, Phase I suggests we assume a complementary role to the Management Schools and/or Financial Agencies presently existing in Nairobi, by offering "Feeder Type" Entrepreneurial/Management Courses for such organizations as:

Industrial and Commercial Development Corporation (ICDC)

Kenya Institute of Management (KIM)

Management Training & Advisory Center (MT & AC)

Kenya Industrial Training Institute (KITI)

National Industrial and Vocational Training Center (NITVTC)

The arrival of the Entrepreneurial/Management and Business Education Specialists in Nairobi completes our contingent of TAT members as currently approved.

During this period several applicants have been interviewed for the remaining Entrepreneurial/Management Specialist positions (one each

for Ghana and Nigeria), resulting in an offer, and acceptance of employment by Mr. Wilbur Phillips who will be assigned to OIC Lagos. Meanwhile, we continue in our efforts to identify and E/M Specialist for Ghana. The Economic Development Committee in Ghana has finalized their Articles of Incorporation for the Ghana Self-Reliant Investors, Ltd (GSIL). As mentioned previously, GSIL will be patterned after the 10-36 Investment Plan, but tailored to Ghanaian laws. The Economic Development Committee has also been urged to exert its influence with Board Members in accelerating the search for an Entrepreneurial/Management Officer.

In Nigeria the Economic Development Committee has busied itself reviewing several prospective incoming producing ventures. The two principal areas being considered are:

Automotive Services

Commercial Baking

The results of their preliminary research and feasibility studies have not been finalized. As in the case of Ghana, much discussion has centered around the importance of the Board identifying and hiring an Entrepreneurial/Management Officer.

The Economic Development Manager participated in debriefing sessions conducted for three OIC Ghana TAT members. Such participation provides the Economic Development Office with inputs of the socio-economic aspects of the country that must be understood to the success of developing management training and economic enterprises.

In an effort to improve the flow of meaningful information between the Central Office and our four Centers, the Economic Development Manager also participated in meetings held with representative(s) of Arthur D. Little & Company and Touche Ross & Company. They will prepare and submit, for our review, Management Information System Proposals.

Visits of significance made to other organizations:

Dr. Carl N. Franklin, Director
Minority Business Enterprise Project
Morgan State University
Baltimore, Maryland

Mr. Thomas H. Burress, III, Executive Director
Institute for Minority Business Education
Howard University
Washington, D. C.

Dr. B. K. Wesley Copeland, Professional Associate
Board on Science & Technology for Int'l Development
National Academy of Sciences
Washington, D. C.

Mr. George H. Robinson
Office of Program Development and Supervision
Minority Enterprise
Small Business Administration
Washington, D. C.

In each instance discussions centered around the possibilities of joint projects of mutual benefit. For example: The National Academy of Sciences conducts research and experiments, the results of which could be tailored to the needs of developing countries. A report entitled "Solar Energy in Developing Countries: Perspectives

and Prospects" was shared with the Economic Development Manager.

During the latter part of the quarter, the Economic Development Office has also been active in assisting the director in initiating the planning and organizing of an African Ambassador/American Businessmen Conference scheduled for early September 1973. As indicated previously, this Conference is being convened by the OICI Chairman, Rev. Sullivan, to explore prospects of additional and more meaningful investment of U.S. business enterprises in Africa and the Caribbean. To date, the initial responses for such a gathering from the Embassies and the business community have been very encouraging.