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Trip Report

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Travelers: Ms. Lynn Knauff, INTRAH Deputy Director
Ms. Maureen Brown, INTRAH Program Officer
Ms. Grace Mtawali, INTRAH/ESA Regional Training Officer

Country Visited: THAILAND

Date of Trip: March 11-25, 1987

Purpose: To prepare for and conduct Asia Technical Advisory Committee Meeting, March 16-20, make field visit to Khon Kaen (March 21-23) and finalize TAC recommendations.

Program for International Training in Health
208 North Columbia Street
The University of North Carolina
Chapel Hill, North Carolina 27514 USA

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LIST OF ABBREVIATIONS

CBIRD	Community-Based Integrated Rural Development Centre
DOH	Department of Health (Papua New Guinea)
DTCP	Development Training and Communication Planning (Thailand)
FPASL	Family Planning Association of Sri Lanka
FP/MCH	Family Planning/Maternal and Child Health
H/P/N	Health/Population/Nutrition
ICHSD	Integrated Child Health Services Development Project (Nepal)
IMCCSDI	Integrated Maternal Child Care Services and Development, Inc. (Philippines)
MOH/DON	Ministry of Health/Division of Nursing (Nepal)
MOPH/FHD	Ministry of Public Health/Family Health Division (Thailand)
PCF	Population Centre Foundation (Philippines)
PDA/AC	Population and Community Development Association/Asian Centre (Thailand)
PHC	Primary Health Care
RAG	Regional Advisory Group
RO/N	INTRAH Regional Office/Nairobi
TAC	Technical Advisory Committee

EXECUTIVE SUMMARY

Ms. Lynn Knauff, INTRAH Deputy Director, Ms. Maureen Brown, INTRAH Program Officer and Ms. Grace Mtawali, RO/N Training Officer visited Thailand March 11-25, 1987 for the purpose of convening the first Asia Technical Advisory Committee meeting, March 16-20. The meeting, hosted by PDA and facilitated by the INTRAH staff, was attended by nine regional members from Nepal, Papua New Guinea, Philippines, Sri Lanka and Thailand.

Major inputs of the meeting were presentations of country projects and evaluation schemes, reports on six training issues, identification of, discussions about and status reports on training principles, discussions on regional training needs, and formulation of recommendations for in-country and regional training activities (see Appendix B). Site visits were made to the Development Training and Communications Planning program (of the UNDP), and the ASEAN Training Center. From March 21-23, TAC members visited Khon Kaen province for the purpose of studying linkages of three types: government and NGO FP activities, pre-service/in-service/services, and family planning and rural development.

In a written assessment of the meeting, the objective on recommendations was almost unanimously agreed to have been achieved, and the means to achieve it (group work) was rated as very useful by all members. Members strongly recommended another TAC in 1988. Details of the process, products and recommendations are contained in the Report of the Asia Technical Advisory Committee Meeting.

A secondary purpose of the visit was achieved with the revision of the INTRAH-PDA training workplan and budget, required because of changed inter-regional training needs.

Major recommendations from the visit include sponsoring another Asia TAC in 1988 which would include an invitation to be issued to two members of the Africa TAC; use of the TAC recommendations to guide INTRAH when planning training activities in the region; and prompt amendment of the INTRAH-PDA contract to reflect the revised workplan and budget (see Appendix C for these documents).

SCHEDULE OF ACTIVITIES

**Wednesday,
March 11** Ms. Knauff arrived Bangkok at 5:15 p.m.

**Thursday,
March 12** Briefed at USAID/Thailand (Knauff) with Mr. Win McKeithen, Chief, Health/Population/Nutrition and Khun Karoon, Program Officer.

Ms. Brown arrived Bangkok at 7:45 p.m.

**Friday,
March 13** Revised TAC agenda.

Dinner meeting at PDA with Khun Tavatchai Traitongyoo, Deputy Director, PDA, Khun Pairojana Sornjitti, Director, Asian Centre, Khun Guia Morales-Yamokgul, Training Manager.

Mrs. Mtawali arrived Bangkok at 11:00 a.m.

**Saturday,
14 March** Met at PDA with Khun Pairojana and Khun Guia.

Met to plan and review TAC agenda (Knauff, Mtawali, Brown).

**Sunday,
March 15** Final review and preparation of TAC agenda. Moved to Imperial Hotel and met with TAC members from Nepal, Sri Lanka, Papua New Guinea and Philippines.

**Monday,
March 16-
Friday,
March 20** TAC meeting held at PDA. Members and staff were:

Mr. P.R. Shakya, FP/MCH Project, Nepal
Mr. P.R. Rajbhandari, ICHSD Project, Nepal
Ms. Rukmini Shrestha, MOH/DON, Nepal
Ms. Asuncion Eduarte, IMCCDSI, Philippines
Ms. Nora de Guzman, PCF, Philippines
Mr. Amara Dissanayake, FPASL, Sri Lanka
Ms. Shirley Gideon, DOH, Papua New Guinea
Khun Chusie Sujpluem, MOH/FHD, Thailand
Khun Guia Morales-Yamokgul, PDA, Thailand
Ms. Lynn Knauff, Deputy Director,
INTRAH/CH
Mrs. Grace Mtawali, Training Officer,
INTRAH/ESA
Ms. Maureen Brown, Program Officer,
INTRAH/CH

SCHEDULE (cont.)

- Saturday,
March 21** Meeting with Ms. Ane Haaland, IEC Trainer Specialist
- Nine TAC members, INTRAH staff Mrs. Mtawali and Ms. Brown, and PDA staff departed for Khon Kaen Province observation tour of MOPH and PDA Training programs.
- Sunday,
March 22** Observational study tour.
- PDA Community Based Integrated Rural Development Centre (CBIRD), Ban Phai District; Nong Koon Village, and met with community-based FP volunteer distributors; met with Tambon Development Association Committee members and visited village co-operative shop; Chonnabct Village to observe silk and cotton weaving home industry factory.
- Monday,
March 23** Observational tour of MOPH/MCH Centre #4, Khon Kaen, School of Midwifery; Regional Training Centre for PHC, Northeastern Region, Nong Mek Health Centre.
- Returned to Bangkok at 8:00 p.m.
- Tuesday,
March 24** TAC members and INTRAH staff Ms. Knauff and Mrs. Mtawali departed Bangkok.
- Ms. Brown met at PDA to discuss training workplan and revised budget with Khun Rachitta and Khun Guia.
- Final preparation of budget for typing and copy to PDA (Brown).
- Wednesday,
March 25** Ms. Brown departed Bangkok at 10:30 a.m. for Kathmandu.

I. PURPOSE OF TRIP

The major purpose of the trip was to convene the first Asia Technical Advisory Committee (TAC) meeting held at PDA March 16-20, 1987, attended by nine regional members from Nepal, Philippines, Papua New Guinea, Sri Lanka and Thailand and three INTRAH staff. A visit to Khon Kaen Province was made by the group, March 21-23.

The goal of this meeting was to bring together INTRAH project coordinators and training managers to provide INTRAH with guidance on priorities, directions and topics it should address in in-country and regional training, to promote use of sound training approaches by countries in the region, and to identify and encourage use of regional and in-country resources and collaboration.

A secondary purpose was to review with officials of the PDA/AC the INTRAH-PDA training workplan and revise it and the budget to reflect changed inter-regional and regional training plans.

II. ACCOMPLISHMENTS

- A. The first Asia TAC was successfully conducted with nine members attending from five countries in the region.
- B. Members formulated thirty-one recommendations to INTRAH to use as a guide in the identification and development of in-country and regional training needs, priorities and activities, which were typed and distributed to members prior to their departure (see Appendix B)
- C. Field visits to the Ministry of Health and PDA community-based training programs were successful in conveying to TAC members the mutually supportive and collaborative linkages that exist between government and non-government FP/MCH programs, pre-service and in-

service training and family planning and rural economic development efforts.

- D. The INTRAH-PDA/AC training workplan and budget were revised in agreement with officials of PDA.
- E. A potential INTRAH consultant was interviewed and AID Biodata/CV forms obtained for approval by AID/Washington.

III. BACKGROUND

During the PAC I period, INTRAH was guided through its work in Africa and the Near East by a Regional Advisory Group (RAG) comprised of policy level health personnel from representative countries of the region. This group provided INTRAH with important insights into the planning, development, implementation and evaluation of its regional and country-specific programs.

During PAC II, the advisory focus has shifted to a technical level in order to provide INTRAH with a better understanding of regional and country-specific priorities of trainers, coordinators and more technically-oriented managers.

In February 1986, a meeting of the Anglophone Africa Technical Advisory Committee (TAC) was convened in Nairobi, Kenya and attended by 13 training coordinators representing government and non-government organizations from seven countries of the region. During that meeting TAC members identified and discussed regional and country-specific training issues and submitted eighteen recommendations for INTRAH's consideration.

Following the successful outcomes of the first Africa TAC, it became evident that similar benefits could be

derived from an Asia TAC composed of technically qualified trainers and training managers familiar with regional and in-country training needs and priorities.

Following discussions in November 1986 with USAID missions in the Asia region, with potential members and their supervisors, and with PDA who agreed to host the meeting, the Asia TAC proposal was submitted to and approved by AID/Washington in December 1986. It was agreed that on-hand funds from the current INTRAH-PDA contract would be used to underwrite the estimated cost of hosting the TAC. (See Trip Report #0-219.)

IV. DESCRIPTION OF ACTIVITIES

A. USAID/Thailand

Mr. Win McKeithen, Chief, H/P/N, and Khun Karoon were briefed by INTRAH Deputy Director Ms. Lynn Knauff regarding the TAC agenda and members. Unfortunately, it was not possible for Mr. McKeithen to participate in the opening session as planned. Mr. McKeithen reviewed the current situation in Thailand regarding Acquired Immune Deficiency Syndrome (AIDS) and the Thai Government policy position and actions dealing with AIDS. No debriefing was held.

B. TAC Meeting

Nine members from five countries attended, four representing non-government organizations and five representing government organizations. All members are involved in planning, managing and/or conducting FP/MCH/PHC training programs in their home countries.

Nepal:

Ms. Rukmini Shrestha, Head, Division of Nursing, MOH
Mr. P.R. Shakya, Training chief, FP/MCH Project, MOH
Mr. P.R. Rajbhandari, Training Chief, ICHSD Project, MOH

Papua/New Guinea:

Ms. Shirley Gideon, Family Planning Coordinator, DOH

Philippines:

Ms. Asuncion Eduarte, Training Consultant, IMCCSDI
Ms. Nora de Guzman, Training Director, PCF

Sri Lanka:

Mr. Amara Dissanayake, Director of Operations, FPASL

Thailand:

Khun Chusie Sujpluem, Chief, Training, Supervision and
Education, MOPH/FHD
Khun Guia Morales-Yamokgul, Senior Training Officer,
PDA/Asian Centre

The tentative TAC agenda prepared in Chapel Hill was revised in Bangkok after deciding there was insufficient inter-regional experience among the majority of TAC members to permit fruitful discussion. The topic "Training Principles and Their Application in the Region" was substituted in its place. Group work and discussion on this topic were an enlightening experience for several members and resulted in a group document which clearly revealed that what is known and what is applied are not necessarily the same thing. Other group products to emerge from the meeting included recommendations pertaining to the need for and application of training needs assessment findings, identification of skills needed by trainers in the region, selection criteria for in-country/regional/US-based training, identification of components and strategy that contribute to the institutionalization of training, training strategies, major training constraints, and a detailed listing of regional training needs. Building on the topics discussed above, the final session of the TAC meeting was devoted to the formulation of thirty-one recommendations to INTRAH in the areas of family planning, coordination, development and strengthening of training support, training documentation and consultation skills (see Appendix B). These recommendations should greatly assist INTRAH in the targeting of priority training needs and

development of future training activities on an in-country and regional basis.

Feedback from members on a daily basis and through an evaluation form administered on completion of the meeting indicated that members thought the meeting a useful and productive learning experience and one that should be repeated next year.

During the week of the meeting, a site visit was made to the DTCP Training Centre in Bangkok and the WHO/ASEAN Training Centre at Sallaya.

Following the meeting, a two-day study tour was made of the Ministry of Public Health and PDA training programs in Khon Kaen Province. Nine TAC members, two INTRAH and two PDA staff visited the PDA community-based Ban Phai District Integrated Rural Development Centre, met with family planning volunteer distributors at Nong Koon village, met with committee members of the Tambon Development Association and visited their Co-Op shop run by villagers, and observed the Chonnabot Village Home Industry silk and cotton weaving factory. On the second day, the group visited the MOPH Maternal and Child Health Care Centre #4, where an excellent briefing and a guided tour of the facility were provided. A highlight of this visit was observation of three Thai nurses performing a tubal ligation on a 28-year-old client. Visits were also made to the School of Midwifery, the Regional Training Centre for Primary Health Care and the MOPH Health Center at Nong Mek village.

On the whole, these field visits were productive in providing members with insight into the collaborative linkages that exist between government and non-government service organizations and provide good examples of what

can be done when resources are pooled to enhance the quality of health services, provide quality training and encourage self-directed economic development.

A detailed report of the TAC meeting and Khon Kaen study tour has been prepared separately and the reader is referred to the Report of the Asia Technical Advisory Committee Meeting for details of the process, products and evaluation results.

C. Population and Community Development Association/
Asian Centre PDA/AC

The proposed revision of the INTRAH-PDA/AC Workplan was discussed with Khun Pairojana Sornjitti, Director, prior to his departure from Thailand on March 15, 1987 for Israel. Details of the revision and budget were worked out with Khun Rachitta, Acting Director, and Khun Guia Morales-Yamokgul, Training Manager.

Five inter-regional training or follow-up activities were deleted (activity Nos. 5-9 in the original workplan) because of changed training priorities in the African countries concerned and three new training activities substituted (Asia TAC; CBD study-tour for Nigerians and CBD Follow-up Assessment in Nigeria). Detailed budgets were worked out for the three new activities and the overall budget revised downward from the original contract figure of \$270,000 to \$166,000 (see Appendix C).

D. Interview with Potential INTRAH Consultant

A short meeting was held with Ms. Ane Haaland, who was being interviewed as a potential consultant for INTRAH. Ms. Haaland's background and experience in information, education and communication and training is extensive and an updated curriculum vitae and AID Biodata form were obtained.

V. FINDINGS AND CONCLUSIONS

1. The Asia TAC meeting was evaluated by members and INTRAH staff as a successful and valuable experience. It provided an opportunity for members to compare experiences, identify and explore solutions to common training problems, discuss and agree on in-country and regional training needs and priorities, discuss ways and means to form future linkages and served to broaden individual perspectives on regional resources and capabilities.
2. Thirty-one recommendations were formulated by TAC members regarding in-country and regional training needs for consideration by INTRAH. These recommendations represent thoughtful reflection on the part of members and will provide INTRAH with clear directions regarding training needs and priorities.
3. Officials of PDA/AC were agreeable to revising the PDA-INTRAH training workplan and worked closely with INTRAH staff in the revision. Minor adjustments were made to the Asia TAC and CBD course detailed budgets and the overall INTRAH-PDA contract budget was revised downward from \$270,000 to \$166,000.

RECOMMENDATIONS

1. An Asia TAC should be sponsored by INTRAH in 1988, inviting the same members and enlarging the group to at least 12 members. It would be desirable to include two members from the Africa TAC in the next meeting.
2. INTRAH should use the TAC recommendations as a major guide in program planning for in-country and regional training activities.
3. A copy of the complete Asia TAC Meeting Report should be sent to all TAC members, PDA and USAID health/population officers in Nepal, Papua New Guinea, Philippines, Sri Lanka and Thailand.
4. INTRAH should amend the PDA contract to reflect the workplan and budget changes as soon as possible.
5. Savings from the downward revision of the total INTRAH-PDA contract budget should be unencumbered.

V. FINDINGS AND CONCLUSIONS

The Asia TAC and CBD courses for Nigerians have now been completed. One final activity planned for completion in 1987 is the in-country follow-up of the nine Nigerians who attended the CBD course in March/April 1987. This activity will be conducted by two PDA trainers and one INTRAH staff plus the Nigerian AAO and Nigerian representatives in November/December 1987. It will involve one week of planning in Nairobi, Kenya, with the RO/N staff and approximately two weeks in Lagos and Makurdi, Nigeria.

4. The organization, planning and administrative support provided by PDA/AC before and during the TAC was exceptional. Every effort was made to accommodate INTRAH and TAC members' wishes and the facilities and food provided were excellent.
5. A potential IEC expert was interviewed and an updated CV and AID Biodata form obtained.

RECOMMENDATIONS

6. Details of the Nigerian CBD participant follow-up should be written-up and forwarded to PDA and AAO, Nigeria and RO/N as soon as possible.
7. A letter of appreciation should be written by the Director of INTRAH to PDA/AC thanking them for the exceptional care and planning they put into the TAC meeting which contributed significantly to its success.
8. INTRAH should submit this consultant's CV and Biodata form to AID/Washington for approval as soon as possible.

APPENDIX A

LIST OF PERSONS CONTACTED/MET

USAID/Thailand

Mr. Win McKeithen, Chief, Health/Population/Nutrition
Khun Karoon, Program Officer

Population and Community Development Association (PDA)

Khun TAVATCHI Traitongyoo, Deputy Director, PDA
Khun PAIROJANA Sornjitti, Director, Asian Centre
Khun SOMJIT, Acting Deputy Director, PDA
Khun RACHITTA Na Pattalung, Acting Deputy Director, AC,
and Division Manager, R&E/C&I
Khun PWAWREEN, Director, CBIRD
Dr. APICHART Nirapathpongporn, PDA Medical Staff
Khun GUIA Morales-Yamokgul, Training Manager, Asian Centre
Khun LHOI, PDA Administrative Staff

Khon Kaen Field Staff, PDA

Khun SOKOL Dunmuang, Manger, CBIRD Centre, Bhan Phai
Khun SURAPHON Suchanit, Manager, CBIRD Rural Environmental
Sanitati]n Department
Khun SOONTHOAN Pitnumnung, CBIRD Field Staff
Khun RACHANEE, TDA Committee, Non Koon Village, Bhan Phai
Khun AAM, Chairman of TDA Cooperative Committee, Non Koon
Village, Bhan Phai
Dr. APICHART Nirapathpongporn, OB/GYN, PDA

Ministry of Health, Family Health Division, Khon Kaen Province

Dr. MONGKOL Tittawatanakorn, Director, MCH Centre, Northeast
Region
Khun SOMSANIT Wang Wan, Chief of Health Promotion Section,
MCH Centre
Professor NIKORN Dnsitsin, OB/GYN, MCH Centre
Khun CHOOMPOL Palmara, Midwifery Tutor-in-Charge, School of
Midwifery, MCH Centre
Khun PIKOON Wong Sara, Head Midwife, Nong Mek, Health Centre

**Northeastern Regional Training Centre for Primary Health
Care Development**

Khun OPAS Boonyakongrat, Administrator, RTC-PHC

Khun PRAYUTH Sangsturin, Head, Training Section, RTC-PHC

Development Training and Communication Planning

Training Staff

WHO/ASEAN Training Centre, Sallaya

Training Staff

APPENDIX B

TAC Recommendations

ASIA
TECHNICAL ADVISORY GROUP
MEETING

MARCH 16 - 20 1987

RECOMMENDATIONS

Contents:

- A: Training Needs Assessment
- B: Evaluation
- C: Clinical Family Planing
- D: Non-clinical Family Planning
- E: Coordination
- F: Development and Strengthening of Training Support
- G: Training Documentation
- H: Consultation Skills

RECOMMENDATIONS

RECOMMENDATION	COUNTRY/ORGANIZ.	IN-COUNTRY	EXTERNAL
<u>A. Training Needs Assessment</u>			
1. Conduct orientation seminar on macro-level TNA using case approach or workshop to emphasize the importance of sharing TNA findings, for: national-level program planners and managers, training managers, and service delivery system managers.	DON/Nepal ICHS DP/Nepal PCF/Philippines PDA/Thailand		✓
2. Conduct training in TNA for: Training staff Middle-level managers PST midwifery tutors Nurse supervisors Training staff and middle-management together INTRAN-connected trg. staff Upper-level management	FHD/Thailand PNG FHD/Thailand FHD/Thailand IMCCSD/Phillipines FP/MCH/Nepal FPASL/Sri Lanka FP/MCH/Nepal	✓	
3. Conduct in-depth TNA training for training managers, master trainers and trainers.	PDA/Thailand DON/Nepal ICHSDP/Nepal PCF/Philippines IMCCSD/Philippines FPASL/Sri Lanka	✓	

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RECOMMENDATION

COUNTRY/ORGANIZ.

IN-COUNTRY

EXTERNAL

B. Evaluation

1. Conduct training in:

- | | | | |
|---|--|---|------------------------------------|
| a. program evaluation, including impact evaluation, for managers, supervisors, trainers and evaluators. | FHD/Thailand
FPASL/Sri Lanka
FP/MCH/Nepal
IMCCSD/Philippines | ✓ | |
| b. training evaluation (during and post-training) for trainers and evaluators together. | same as above | ✓ | |
| c. participant evaluation (performance, follow-up, tools) for trainers, evaluators, supervisors, managers. | PNG
FPASL/Sri Lanka
FP/MCH/Nepal
FHD/Thailand | | ✓ |
| d. evaluation reporting for trainers, evaluators. | IMCCSD/Philippines
PNG
FPASL/Sri Lanka
FHD/Thailand
FP/MCH/Nepal | | ✓
Regional or
trans-regional |
| 2. Conduct core team (trainer, evaluator, statistician, OR) evaluation skills training in design, dev. of tools, data analysis, reporting, and utilization of findings. | DON/Nepal
ICHSDP/Nepal
PCF/Philippines
IMCCSD/Philippines
PDA/Thailand | | ✓ |
| 3. Conduct orientation seminar for top level management in importance and process of TNA, training evaluation and training follow-up. | FHD/Thailand
PNG
FPASL/Sri Lanka
IMCCSD/Philippines
FP/MCH/Nepal | | ✓ |

RECOMMENDATION	COUNTRY/ORGANIZ.	IN-COUNTRY	EXTERNAL
<u>C. Clinical Family Planning (after TNA)</u>			
1. Conduct skills training in contraceptive technology, IUD insertion, counselling, and follow-up for nurse midwife trainers.	DON/Nepal ICHSDP/Nepal FHD/Thailand PNG	✓ ✓ ✓	✓
2. Conduct basic FP skills training for service providers.	PNG	✓	
3. Conduct refresher training.	FHD/Thailand	✓	
4. Conduct orientation seminars on contraceptive methods, and client and clinic management for senior nurse managers, MOH teachers, and tutors from Schools of Nursing and University departments.	DON/Nepal ICHS/DP Nepal FHD/Thailand PNG	✓	
5. Establish FP/MCH job specifications, service standards, and training curriculum.	PNG	✓	
6. Update/review FP/MCH job specifications, service standards and training curriculum.	ICHS/DP/Nepal FPASL/Sri Lanka PCF/Philippines IMCCSD/Philippines	✓	
<u>D. Non-clinical Family Planning</u>			
1. Conduct supervisory and monitoring skills training for district and clinic level personnel who are responsible for supervising clinic and community-based activities.	PCF/Philippines DON/Nepal ICHSDP/Nepal PDA/Thailand PNG	✓	

RECOMMENDATION	COUNTRY/ORGANIZ.	IN-COUNTRY	EXTERNAL
<u>E. Coordination</u>			
1. Conduct national-level workshop of top-level policy-makers, planners, and FP/MCH executives on importance of coordinating support activities to promote efficient and effective program implementation.	PCF/Philippines PDA/Thailand DON and ICHS/DP Nepal	✓	
2. Conduct orientation seminar on coordination of training and program activities (benefits, pooling of resources, mechanisms for coordination) for government and NGO program managers.	DON/Nepal ICHSDP/Nepal PCF/Philippines PDA/Thailand PNG	✓	
<u>F. Development and Strengthening of Training Support and Training Resources</u>			
1. Conduct collaborative meeting on training resources in the region to establish linkages, share training materials and resource persons.	FHD/Thailand FPASL/Sri Lanka PCF/Philippines IMCCSD/Philippines FP/MCH/Nepal PNG PDA/Thailand		✓
2. Conduct fora and/or workshops for trainers and training managers to discuss and examine experience in application of training and training principles.	DON/Nepal ICHSDP/Nepal PDA/Thailand PCF/Philippines	✓	✓
3. Conduct comparative study/assessment to describe FP training strategies used in specific Asian countries, for use by countries in earlier stages of training program implementation.			

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RECOMMENDATION	COUNTRY/ORGANIZ.	IN-COUNTRY	EXTERNAL
<p>4. Conduct orientation seminar for upper level program management on importance of training and staff development, role of training in management functions and importance of training management, importance of using a variety of resources from in-country sources (projects, units/divisions, other Ministries, NGOs, etc.) Outcome will be a plan of action.</p>	<p>FHD/Thailand PNG FPASL/Sri Lanka IMCCSD/Philippines FP/MCH/Nepal</p>		✓
<p>5. Develop existing training units to offer regional, inter-regional and in-country training (on a wider scale).</p>	<p>FPASL/Sri Lanka FHD/Thailand FP/MCH/Nepal</p>	✓	
<p>6. Train/orient in-country resource persons who contribute to training courses/workshops in the basics of training: objectives, methodologies, training language, entry-level skills assessment, post-training functions, etc.</p>	<p>FPASL/Sri Lanka: workshop FHD/Thailand: evaluation meeting PNG: workshop IMCCSD: feedback meeting PCF/Philippines ICHSDP/Nepal</p>	✓	
<p>7. Train faculty of health professions' schools in: training methodologies, TNA, interpersonal and group communications, etc.</p>	<p>Thailand DON/Nepal UNC/Chapel Hill</p>	(formal and informal)	
<p>8. Development of master trainers from among the emerging and existing trainers: preceptors, field officers, provincial/district trainers, etc., through a planned sequence including workshops, technical assistance, apprenticeships, preceptorships, practicum supervision, evaluation of participants' performance during training and follow-up, application of evaluation findings, etc.</p>	<p>FHD/Thailand FPASL/Sri Lanka FP/MCH/Nepal IMCCSD/Philippines PNG</p>	✓	✓

RECOMMENDATION	COUNTRY/ORGANIZ.	IN-COUNTRY	EXTERNAL
9. Training of a core group of master trainers in TNA, curriculum development, training management, and design of training evaluation tools.	FPASL/Sri Lanka IMCCSD/Philippines FHD/Thailand FP/MCH/Nepal		✓ inter-regio or U.S.
10. Conduct workshops for master trainers and selected trainers in: a. training program management b. operations research methodology c. selection of training methods d. application of training methods e. curriculum development f. platform/presentation skills g. training evaluation h. consultation skills (see also H.2.) i. project proposal writing j. project development	<div style="display: flex; align-items: center;"> <div style="border-left: 1px dashed black; border-right: 1px dashed black; border-bottom: 1px dashed black; width: 40px; height: 100px; margin-right: 10px;"></div> <div style="margin-left: 10px;"> <p>FHD/Thailand, FPASL/Sri Lanka DON/Nepal, ICHS/DP/Nepal FP/MCH/Nepal</p> <p>PCF/Philippines ICHSDP/Nepal DON/Nepal PDA/Thailand IMCCSD/Philippines</p> </div> </div>	<p>✓</p> <p>✓</p> <p>✓</p>	✓
11. Conduct refresher courses in training program development and management for all levels of trainers.	DON/Nepal ICHSDP/Nepal PDA/Thailand PCF/Philippines PNG FPASL/Sri Lanka	✓	✓ to exchange experiences
12. Conduct training for selected trainers in development of training manuals and protocols.	PCF/Philippines IMCCSD/Philippines PDA/Thailand DON/Nepal ICHSDP/Nepal	✓	
13. Training of all trainers and field supervisors in trainee follow-up: development of performance objectives and indicators, and follow-up methods.	PCF/Philippines PDA/Thailand DON/Nepal ICHSDP/Nepal	✓	

RECOMMENDATION

COUNTRY/ORGANIZ.

IN-COUNTRY

EXTERNAL

G. Training Documentation

1. Conduct training in preparation of reports for trainers/supervisors/managers.

FPASL/Sri Lanka
FP/MCH/Nepal
PNG
FHD/Thailand

✓
(training to be done by externally-trained trainers)

✓
Train trainer during a regi workshop on a related topic

H. Consultation Skills

1. Conduct consultation skills training and follow-up practicum for a group of regionally-based person who have potential as consultants in training management and training.

Potentially,
all countries.

✓

2. Conduct consultation skills training for in-country teams of potential consultants.

Potentially,
all countries.

✓
to be conducted by regional group

APPENDIX C

Proposed INTRAH-PDA/AC Workplan and Budget

ARTICLE III - WORKPLAN

COMPONENTS	DATES	PARTICIPANTS: # and Category	TRAINERS/CONSULTANTS AND CO-TRAINERS
1. U.S. - Based Training at Management Sciences for Health (Boston, Massachusetts)	May 13 - Jun 24, 1985	Khun Tanaporn Praditwong, Acting Manager, Training Division, Asian Centre	Management Sciences for Health Trainers
COMPLETED			
	Budgeted in Chapel Hill		
2. Development and Management of Integrated Community-Based Family Planning and Development Observation Study Tour	Jul 1-15, 1985	10 Uganda MOH, 1 Uganda FPAU, 1 Kenya CAFS and 2 Nepal CRS representatives.	Asian Centre Staff
COMPLETED			
3. Community-Based Distribution Course for Senior-Level Officials	Sep 16-28, 1985	6 Uganda MOH and 1 Uganda FPAU representatives.	Asian Centre Staff
COMPLETED			
4. Project Review Visit	Sep 22-27, 1985	AC/PDA Staff INTRAH Staff: - Dr. James Lea - Ms. Lynn Knauff	
COMPLETED			
	Budgeted in Chapel Hill		

COMPONENTS	DATES	PARTICIPANTS: # and Category	TRAINERS/CONSULTANTS AND CO-TRAINERS
5. Regional Training of Trainers Workshop for Asian Centre Training Team (Philippines) COMPLETED	Jan 6-24, 1986	6 Asian Centre Training Team Members	1 IHP Trainers: George Walter 2 IMCH Co-Trainers: Adalaida Segeua Antoinette Tefano
6. Project Review Visit COMPLETED	Nov. 3-8, 1986	2 AC/PDC Staff: Khun Tavatchai Khun Pairojana 2 INTRAH: L. Knauff M. Brown	
Budgeted in Chapel Hill			
7. Asia Technical Advisory Committee Meeting COMPLETED	Mar 16-23, 1987	9 Total: 1 Papua New Guinea 1 Srilanka, 2 Philippines 3 Nepal and 2 Thailand	1 Asian Centre Staff 1 INTRAH C/H 1 INTRAH RO/ESA
8. Community-based Distribution Course for Senior-Level Nigerian officials	Mar 30 - Apr 11, 1987	10 Total: 4 from Benue State 4 from Lagos State 1 from FMOH 1 INTRAH CH STAFF	Asian Centre Staff 1 INTRAH RO/ESA: Grace Mtwali
9. Project Review Visit COMPLETED	October, 1987	2 AC/PDA Staff 2 INTRAH C/H L. Knauff/M. Brown	
Budgeted in Chapel Hill			

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COMPONENTS	DATES	PARTICIPANTS: # and Category	TRAINERS/CONSULTANTS AND CO-TRAINERS
10. In-country follow-up of CBD Workshp (Activity #8) (Nigerians)	Nov/Dec 1987	2 AC/PDA Trainers 1 INTRAH C/H 1 AAO Nigeria Representatives of MOH/Nigeria States	

DRAFT for discussion
and subject to approval

AC/PDA REGIONAL AND TRANS-REGIONAL TRAINING

BANGKOK, THAILAND

ARTICLE VI - BUDGET
Proposed Amendment

	<u>Baht</u>	<u>Dollars</u>
Transportation:	2,394,900	95,796
Per Diem:	1,050,075	42,003
Tuition:	520,250	20,810
Field Trips:	78,000	3,120
Course Preparation:	102,100	4,084
	<hr/>	<hr/>
	฿ 4,145,325	\$ 165,813

Prepared: March 24, 1987

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DRAFT
March 24, 1987

TRAINING WORKPLAN BUDGET
Proposed Amendment
By Activity

Activity #	2	3	5	7	8	10
Transportation:	45,829	30,553	3,658	7,686	CH	8,070
Per Diem:	8,100	5,400	10,080	4,505	9,180	4,738
Tuition:	6,864	4,576	2,220		7,150	
Field Trips:	987	658		1,475		
Course Preparation:				1,985	1,364	825
	\$ 61,780	41,187	15,958	15,561	17,694	13,633
	Ø 1,544,500	1,029,675	398,950	389,025	442,350	340,825

Total \$ 165,813
Total Ø 4,145,325

Rate of conversion: Ø 25 = USDollar 1.

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WORKPLAN ACTIVITY #7

ASIA/TAC
BUDGET

1. Transport: (7 members return trip)

Kathmandu/Bangkok	3 x 676	\$	2,028
Manila/Bangkok	2 x 832		1,664
Colombo/Bangkok	1 x 705		706
Port Moresby/Bangkok	1 x 3287		3,288
			<hr/>
			7,686

2. Per Diem: (9 members)

7 members x 7 days x \$80		3,920
2 members x 6 days x \$10		120
Extra per diem PNG member (4 days x 80		<hr/>
1 day x 65)		385
Sri Lanka member (1 day x 80)		80
	Sub Total	<hr/>
		4,505

3. Other Costs:

a) Secretarial Services 1 x 5 days x \$10	50
b) Supplies, Xeroxing, etc.	100
c) Work Materials: 9 members x \$15	135
d) Lunch/Coffee: 9 members x 5 days x \$10	450
e) Airport Tax/Transit costs: 7 members x \$20	140
f) Communications (telex, cables)	200
g) Administrative costs (MCH centre, etc.)	400
	<hr/>
	Sub Total
	1,475

4. Khon Kaen Field Trip: (9 members)

Airfare: 9 members x \$75/member	675
Per Diem: 9 members x \$60 x 2 days	1,080
Transport: 1 Van with driver \$70/day x 2 days	140
	<hr/>
	Sub Total
	1,895

TOTAL 15,561

Cost per member : \$1,729
Cost per member per day: \$192

Revised: March 24, 1987

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WORKPLAN ACTIVITY #10

In-country Follow-up of
Nigerian CBD Participants

BUDGET

	\$
1. <u>Transportation:</u>	
(1) International travel: 2 PDA Bangkok/Nairobi/Lagos/return 2 x 3,000	6,000
(ii) In-country travel: 2 PDA, Lagos/Makurdi/return 2 x 200	400
(iii) In-country transport:	
2 PDA:	
Nairobi: 2 x 25/person	50
Lagos: 10 days x 80/day	800
Makurdi: 2 x 50/person	100
9 Participants:	
5 Lagos participants x 4 days @ 20/day	400
4 Benue participants x 4 days @ 20/day	320
Sub Total	8,070
2. <u>Per Diem:</u> 2 PDA	
(i) Nairobi: 2 PDA x 7 days @ 83	1,162
(ii) Nigeria: 2 PDA x 12 days @ 149	3,576
Sub Total	4,738
3. Secretarial Services	125
Work materials/supplies/xerox	200
Misc. expenses: Visa's/Airport tax, etc.	100
Report preparation	200
Contingency	200
Sub Total	825
TOTAL	\$ 13,633

Cost per participant: \$1,515
Cost per participant per day: \$80

March 24, 1987

ASIA TECHNICAL ADVISORY COMMITTEE MEETING
BANGKOK, MARCH 16-23, 1987

AGENDA

Sunday: March 15	Arrival in Bangkok and check-in at the Imperial Hotel	All members and INTRAH staff
Monday: March 16 09:00	<u>Welcome and Opening Remarks</u>	<u>Session Coordination:</u> Maureen Brown
	PDA:	Khun Somjit, Acting Deputy Director, PDA
	INTRAH/Chapel Hill:	Lynn Knauff
	INTRAH/Nairobi: Housekeeping/Logistics	Grace Mtawali Lynn Knauff
09:30-12:30	<u>Review of INTRAH-Assisted Training in the Asia Region:</u>	
	Goals, Objectives, Training Process, Training Outcomes.	
09:30-09:45	Overview and Purpose of INTRAH Mandate in the Region	Lynn Knauff
09:45-10:00	Thailand: MOPH (In-Country)	Khun Chusie
10:00-10:15	PDA (Inter-Regional)	Khun Guia
10:15-10:45	C O F F E E B R E A K	
10:45-11:00	Sri Lanka: FPASL	Amara Dissanayake
11:00-11:15	Nepal: MOH/DON	Rukhmini Shrestha
11:15-11:30	FP/MCH Project	Pushpa Shakya

11:30-11:45	Philippines: In-Country, Regional and Inter-Regional	Asuncion Eduarte
11:45-12:15	Discussion and Questions	
12:15-13:30	L U N C H B R E A K	
13:30-14:00	<u>Review of INTRAH-Assisted Training in the Africa Region:</u> Report from the Africa Technical Advisory Committee Meeting:	Grace Mtawali
14:00-17:00	<u>Review of Project Evaluation Schemes:</u> - Objectives - Methods - Problems Encountered - Major Findings - Utilization of Data	
14:00-14:30	Philippines: Inter-Regional Clinical Team Training Program	Asuncion Eduarte
14:30-15:00	Nepal: TBA Training Program	Rukhmini Shrestha
15:00-15:30	C O F F E E B R E A K	
15:30-16:00	Sri Lanka: Village Volunteer Training Program	Amara Dissanayake
16:00-16:30	Thailand: TNA Training Program	Khun Chusie
16:30-17:00	Questions and Discussion	
17:00	Review and Closure	Lynn Knauff
19:00	Pick-up by PDA at hotel for dinner/reception at PDA	

Tuesday: Training Issues and
March 17 Recommendations

Session Coordination:
Lynn Knauff

09:00-11:00 Group Work:

Group A: Training Needs Assessment (TNA):

- Why conduct a TNA?
- Who should conduct?
- What follows TNA?
- What are the major steps in TNA?
- Is TNA a priority training topic?

Group A:

Khun Chusie
Mr. Dissanayake
Ms. Shrestha
Ms. Knauff

Group Product:

Recommendations

Group B: Skill-Building for Trainers:

- What levels of trainers need training?
- What types of skills are most needed?
- What would be the best training strategy to meet these needs?

Group B:

Ms. DeGuzman
Mr. Rajbhandari
Khun Guia
Ms. Brown

Group Product:

Priority listing of TOT needs by:

- level of trainer
- skills
- best training strategy

13:45-15:00

Group Work:

Institutionalization of Training

Group D:

- What is meant by "institutionalization of training?"
What components would be present in organizations where it has occurred?
 - What can be done to foster institutionalization of training?
- Ms. Eduarte
Mr. Shakya
Mr. Rajbhandari
Khun Praween
Ms. Knauff

Group Product:

Listing of possible strategies and/or activities that would foster institutionalization of training in the public and private sectors (FP/MCH).

Training Strategies:

Group E:

- What are the major elements of a training strategy?
 - Which strategies have worked? Which have not? How do you know?
 - Is follow-up evaluation a part of strategy design? Are the follow-up strategies we currently use the best? If not, why not?
 - What combination of factors and activities contribute to the design of a successful training strategy?
- Khun Guia
Ms. Shrestha
Ms. DeGuzman
Mrs. Mtawali

Group Product:

List of significant factors and/or activities that contribute to design of a successful training strategy.

Training Plans and Management:

Group F:

- What are major steps involved in developing a training plan? Khun Chusie
Mr. Dissanayake
Ms. Gideon
- What major impediments and constraints are commonly encountered that prevent or reduce efficient management of training? Ms. Brown
- Would training itself correct any of these?

Group Product:

List of common, major impediments and constraints to planning and managing training, with identification of those that might be corrected by training.

15:00	C O F F E E B R E A K	
15:30-17:00	Group Presentations, Discussion	
15:30-16:00	Group D	
16:00-16:30	Group E	
16:30-17:00	Group F	
17:00	Review and Closure	Lynn Knauff

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Wednesday: Training Principles; Their Session Coordination:
March 18 Application in the Region Grace Mtawali

09:00-09:45 Individually, list major training principles and using the following format, note their application in your country and remedies for those not being applied:

Principle	Applied	Not Applied	If not applied what is the remedy?
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09:45-12:00 Sharing of individual lists in Groups, and development of Master Lists (on newsprint)

Group A:

Ms. Eduarte
Ms. De Guzman
Khun Chusie
Khun Guiya
Ms. Mtawali
Ms. Knauff

Group B:

Mr. Rajbhandari
Mr. Shakya
Ms. Shrestha
Ms. Dissanayake
Ms. Gideon
Ms. Brown

12:00-13:30 L U N C H B R E A K

13:30-14:15 Group A Presentation

14:15-14:45 Group B Presentation

14:45-15:15 Discussion

15:15-15:45 C O F F E E B R E A K

15:45-16:30 Regional Training:

- What are the needs and for whom?

Group A

Group B

same as morning

same as morning

16:30-17:30 Group Presentations and Discussion

16:30-17:00 : Group A

17:00-17:30 : Group B

17:30

Summary and Closure

Lynn Knauff

Friday:
March 20

Formulation of Recommendations
and Assignment of Priorities

Session Coordination:
Maureen Brown

Training Needs Assessment
Trainers' Skill-Building
Participant Selection Criteria
Institutionalization of Training
Training Strategies
Training Plans and Management
Regional Training
Inter-Regional Training
Other

Group A

Group B

Mr. Shakya
Ms. Eduarte
Ms. Gideon
Mr. Dissanayake
Khun Chusie
Ms. Knauff

Ms. DeGuzman
Mr. Rajbhandari
Ms. Shrestha
Khun Guia
Ms. Mtawali

12:30-13:30 L U N C H B R E A K

Presentation of Recommendations and Discussion

15:00-15:45 Group A

15:45-16:00 C O F F E E B R E A K

16:00-17:00 Group B

17:00 Briefing on Khon Kaen Study

Tour: - Purpose- Khun Guia
- Itinerary/Schedule Khun Chusie
- Logistics
- Other Administrative
Matters

Saturday:

March 21 Morning, F R E E

Afternoon: Leave for Khon Kaen at 16:00 from hotel for flight # TH202 at 18:00 hours.

Sunday:

March 22 In Khon Kaen

- Observation of PDA Rural Development Centre
- Observation of Bang Pa Village Project
- Review and discussion of day's visits.

Monday:

March 23 In Khon Kaen

Morning

and

Afternoon

Observation of:

- MCH Training Centre
- School for Junior Sanitarians
- School of Nursing
- ASEAN Primary Health Care Training Centre

Evening

Return to Bangkok via TH203 at 19:10, arriving Bangkok at 19:50. Check into Imperial Hotel.

Tuesday:

March 24

Depart Thailand for respective countries

Itinerary
For TAC members
March 21-23, 1987

Saturday, March 21

- 16:00 - Pick up from Imperial Hotel to Don Muang Airport
- 18:00 - Depart for Khon Kaen by flight TH 202
- 18:40 - Arrive Khon Kaen
- 19:00 - Check in at Kosa Rama Hotel

Sunday, March 22

- 09:00 - Leave hotel for Ban Phai District
- 09:30-10:30 Visit and observe Community Based Integrated Rural Development Center (CBIRD Center)
Holiday on Sunday. Walk around the center to see the facilities
- 10:45-12:45
 - Visit Nong Koon Village
 - Meet community-based family planning volunteer distributors
 - Meet members of Tambon Development Association
 - Visit Co-Op Shop that are run by villagers

- 13:00-14:00 - Lunch
- 15:00 - Visit Chonnabot Village for observe home industry of silk and cotton weaving.
- 17:00 - Return to hotel

Monday, March 23

- 08:15 - Leave hotel for Maternal and Child Health Center #4 (MCH #4).
- 08:30-10:30 - Briefing and Orientation to the activities of the MCH Center.
- Visit school of Midwifery
- 10:45-11:45 - Briefing and orientation to the activities of Regional Training Center for Primary Health Care Development, Northeastern Region.
- 12:00 - Lunch
- 13:00-17:00 - Leisure Time : model mothers
VHTs local
CHC, health center
- 17:30 - Check out from hotel
- 18:00 - Leave for Khon Kaen Airport
- 19:10 - Depart for Bangkok on flight TH 203
- 19:50 - Arrive Bangkok
- 20:30 - Check in at Imperial Hotel