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International Programs

PD-ABF-029
80279

**MANAGEMENT TRAINING AND ECONOMICS EDUCATION PROJECT
(EUR-0029-G-00-1061-00)**

**QUARTERLY REPORT
Period July 18 - October 17, 1992**

SUMMARY

This report covers the first quarter of the second year of USAID support for a private sector development program in Hungary. It is managed by SUNY's Office of International Programs in Albany, NY, and based at SUNY's Center for Private Enterprise Development in Budapest, Hungary. During this quarter, the following major activities took place:

- The Center brought in four new staff members, including a senior American advisor from SUNY's Small Business Development Centers.
- The Center focused on adjusting its program for this second year of USAID funding. It presented only one short course during the reporting period. Instead, it consulted with partner organizations on this year's scheduling, on Total Quality Management (TQM) training, and on training for artisans' cooperatives and businesses.
- Several steps were taken to expand direct commercial ties between businesses in New York State and Hungary, using connections forged through Center activities.
- Our MBA student at SUNY Binghamton began her second year, and a statistics professor from Miskolc examined business curriculum development options at SUNY Buffalo.
- Two additional Center Fellows received U.S. professional training with Pew funding, and the Center arranged final exchange visits under USIA's Citizens Network Initiatives project.

MAJOR INFLUENCES

SUNY has learned much since it opened its Center in Budapest, and Hungary's economy has begun an irreversible evolution. In response to the changing needs of the Hungarian private sector, SUNY's program for the second year of USAID support has changed significantly from last year's. Among the modifications:

- A senior advisor from SUNY's domestic Small Business Development Center (SBDC) network has joined the Center staff. He will advise graduates of Center small business courses, help some of our partner organizations set up similar small business consulting programs in their localities, and work on developing Hungary's export potential.
- The Center is collaborating with another USAID grantee, Aid to Artisans, to provide business, management, and export advice to newly-privatized handicraft industries.
- The Center's curriculum development and executive development programs now emphasize the Total Quality Management (TQM) concept, and additional TQM training courses and a TQM conference are included in the schedule of Center programs.
- The Center now relies on specific partner organizations to sponsor courses in their areas. This was a recommendation of USAID's ongoing Eastern and Central European program evaluation. Most of these partners now pay part of the costs of delivering the programs.

ORGANIZATION

After losing two Hungarian employees to greener pastures last quarter, the Center has hired three new employees: a senior interpreter/translator, a financial assistant, and a replacement secretary. Replacement of the previous training coordinator has been postponed until the Center's needs are better defined.

The Center's fourth SUNY MBA intern arrived from Albany for a six-month tour of duty in mid-July. Like his predecessors, he will work half-time for the Center and half-time on his own projects.

The new senior advisor for the Small Business Development Center arrived from SUNY's State University College at Buffalo in mid-October. This new Center activity was delayed by a month because the original candidate was seriously injured in an automobile accident shortly before his scheduled departure for Budapest.

The Economic Literacy Project (ELP), which is funded by the Hungarian-American Enterprise Foundation (HAEF) to produce three video instruction series on basic business management, has rented an office at the Center to manage its operations. ELP and the Center will work closely together to market and distribute the Center's basic accounting video series along with ELP's three series on how to succeed in a market economy, how to start a new business, and basic marketing.

SUNY Buffalo and Albany have sent several boxes of business reference material and textbooks to the Center for the use of partner organizations.

With help from the Mellon Foundation, the Center has upgraded its appearance and capabilities with some new equipment (two portable computers and a printer) and office furniture.

EVALUATION

In August, the Center conducted a follow-up survey of 250 randomly-selected participants in Center activities last year. To date it has received 75 responses. The replies were decidedly positive. Highlights included:

- 61 percent said they had shared their course materials to as many as ten other people;
- 72 percent said they refer to their course materials in their work;
- 83 percent said they thought other Center programs would also help them;
- 90 percent said the course materials were easy to use;
- 93 percent said the course provided new information to them;
- 99 percent said they would recommend Center courses to colleagues.

A full tabulation of the survey results is included as Attachment A.

This is only one of the evaluation tools we use. We also employ participant questionnaires, instructor questionnaires, trip reports, and follow-up oral evaluations. In addition, we are also starting to use the sample questionnaire provided in USAID's Handbook 10.

PROGRAMS

Management Training: There were few course presentations this quarter, largely because during the summer holidays our partner organizations were less active in

sponsoring courses. The Center presented one short course in small business and banking in Pecs to 15 participants, including three government administrators, six middle managers of state enterprises (e.g., banks), two managers of a private investment firm, and one small business owner. Of the 12 who filled out questionnaires, four had taken other Center courses. There were eight men and four women. Course evaluation responses were strongly positive.

Preparations began for a new short course in regional marketing, i.e., how to attract outside investment, tourism, and business relocation. The course will be offered for the first time in the next quarter.

Curriculum Development/Executive Development: Two senior professors of the SUNY University at Buffalo's School of Management conducted a needs assessment for this program in Budapest, Gyongyos, and Miskolc in July. They decided to give Total Quality Management major emphasis in the schedule of curriculum development and executive development presentations over the next six months. In addition, a TQM book will be translated for distribution before each presentation.

A professor of statistics and accounting at the University of Miskolc spent three weeks at SUNY Buffalo in September under project auspices. As a result of his visit, he intends to establish a computer lab in his department, initiate new courses in English language business statistics and English language business forecasting, and put greater emphasis on "practice-oriented" rather than theoretical study of economics. A copy of his trip report is included as Attachment B.

The University of Miskolc has asked SUNY Buffalo to help them develop a Ph.D. program in business and to provide SUNY professors to review dissertations in that program. See Attachment C.

The program's one MBA student began her second year of studies at SUNY Binghamton. She has decided to major in marketing, with emphasis on business ethics as they may apply in Hungary.

Public Education: A PAL-system master (suitable for European television sets) of the Center's 15-part basic accounting video series has been produced and sent to the Center for reproduction and distribution. To lower the cost of purchasing and shipping the series, the 15 parts are combined onto only four video cassettes. USAID will receive copies of the videos when they are reproduced.

The Center has received a proposal from ELP for joint marketing and distribution of our accounting series, three new business series that ELP is developing with the Wharton School of Business with HAEF funding, and a train-the-trainer video and workbooks that ELP will produce. All the videos will be widely available to the

Hungarian public, but will be targeted at high schools, universities, business organizations, and government agencies.

Trade Development/Small Business Consulting: The Center's deputy director and SUNY/OIP's director for Eastern Europe visited Gyongyos in late August to meet with members of its Foundation for Advanced Management and with other civic and academic leaders. The Foundation has been exceptionally active in sponsoring Center training activities for the region's business community. It now intends to set up a subsidiary non-profit organization to promote direct economic cooperation between businesses in Gyongyos and the Buffalo area. Among the members of this organization will be the regional Chamber of Commerce, the Agricultural College, a local law firm, and the Gyongyos office of a major Hungarian investment and consulting firm.

SUNY Buffalo has done extensive preparation and planning in western New York to form The International Enterprise Foundation, Inc. This non-profit organization will assign MBA students at SUNY Buffalo to do specific market and industry studies in support of trade and investment between New York State firms and Hungarian enterprises in the Gyor and Gyongyos regions. The Hungarian firms are all connected with local management foundations set up to sponsor Center activities in their areas.

The Center is drafting a food export manual for a TQM conference it will put on for the Hungarian food industry next spring. The manual will provide detailed information for Hungarian firms interested in selling food products to the United States. It will supplement a USDA publication titled "AgroMarket USA," which will provide transcripts of a three-day seminar held by USDA in Budapest in May 1992.

As a result of USIA's Citizens Network Initiative project grant to SUNY, close business ties between Binghamton and Buffalo, NY, and Szekszard and Gyor, Hungary, have developed over the past year. This has generated several trade connections that will be further developed with USAID-funded activities this year.

- A representative of the Southern Tier World Commerce Association, a nine-county organization of small and medium-sized companies in south-central New York interested in international business, called on several firms and associations in Szekszard in mid-July.
- Also in Szekszard, the president of the Binghamton area's Chamber of Commerce organized and manned a prominent booth at a local trade exposition in late August, as part of a CNI team visit. The display generated considerable local publicity and several serious commercial inquiries.
- In Gyor, the Greater Buffalo Chamber and the city-owned Buffalo Enterprise Development Corp. jointly committed themselves to find new American exporters to rent space in a proposed business incubator house.

- The Gyor chapter of a Hungarian small business federation (IPOSZ) and the Buffalo Chamber's Council on Small Business Enterprises (COSBE) are arranging a program for eight small business managers from Gyor to visit Buffalo counterparts at their own expense in spring 1993.
- And, at their own expense, two Chicago-based hospital management and construction consultants accompanied the Buffalo team to Gyor to explore business opportunities in the soon-to-be-privatized health care industry.

The Center helped prepare the itinerary and arrange contacts for the three-day visit of a New York trade delegation of 40 business, labor, academic, and government leaders, headed by the state's Lieutenant Governor, to Budapest in November.

Business Training for Artisans: As suggested by USAID, SUNY/OIP has begun working with Aid to Artisans (a USAID grantee) to explore ways of providing business training for artisan groups that are just now privatizing. As a first step, SUNY has contracted with a Hungarian-speaking consultant with broad experience with ATA in the handicraft field to conduct an assessment of business training needs among ATA's participants. The finished needs assessment will be used to plan targeted training activities in future quarters.

OTHER ACTIVITIES

University Rectors: USAID responded positively to a Center request for financial support for the travel of four Hungarian educators to a conference in Innsbruck, Austria, in mid-September. The conference was cosponsored by the American Association of University Administrators and was entitled "Higher Education Reform in Europe and America." The four educators are members of the Hungarian Rectors Conference or the Conference of College Directors. They had been participants in SUNY's Rectors Training Program, funded by the Mellon Foundation.

Hungarian Fellows: Two more Hungarian Fellows -- professionals who will become consultant resources for the Center after individualized U.S. training, funded by The Pew Charitable Trusts -- began their training during the reporting period. A third postponed his trip until November because of a serious illness in his family.

One Fellow (a small business owner active in Szekszard's CNI project) studied intensive business English for four weeks; examined Binghamton's broad-based "Partnership 2000" program of long-range community development; and participated in a week-long, live-in training program for U.S. Chamber of Commerce executives.

The other Fellow (a Budapest physician who owns a private publishing firm) spent six weeks studying the organization and business management of several private medical practices and health care institutions, with particular emphasis on health insurance issues,

and attended national conferences of the Medical Group Management Association and the Hungarian Medical Association of America.

Citizens Network Initiative (CNI): As USIA's funding for this one-year program approached its conclusion, SUNY/OIP and the Center organized visits to ensure the success of the project. USIA seeks to strengthen democracy by fostering grass-roots private citizens' groups. Its CNI grant to SUNY helped promote cooperation between private business groups and local government in Gyor and Szekszard to attract outside investment. In Gyor local participants began setting up a business incubator for local entrepreneurs and foreign firms, and in Szekszard they formed a broad-based civic association to work with the Mayor and City Council. Teams from Buffalo and Binghamton exchanged visits with counterpart teams in Gyor and Szekszard to accomplish the project's goals -- and to promote mutual trade ties.

During the reporting period, several exchange visits expanded these relationships and enhanced the Center's involvement in Hungarian economic life:

- A city official from Gyor visited Buffalo to learn more about city-sponsored business incubator programs.
- A SUNY Binghamton business professor visited Szekszard to help prepare data-sheets in English and German to promote foreign investment, and a state vocational education expert from Binghamton met with several local vocational school faculties and explained American approaches to problems similar to theirs.
- Four-person teams from Buffalo and Binghamton paid a second visit to their counterparts in September. They reviewed project developments since their earlier exchanges of visits, and they provided final advice and assistance to assure the success of the project activities.

FINANCIAL ACTIVITY

SUNY received the second year funding effective July 17, 1992. Attached is the first quarter financial report for FY 1992-93 using the format provided by the project evaluators. Expenditures in this report reflect expenses incurred during the fourth quarter of FY 1991-92 and the first quarter of FY 1992-93. In our previous quarterly report (fourth quarter 1991-92), expenses for transportation, consulting/translation fees, and supplies used for workshop/conferences were lumped together under the workshop/conference category. The attached report reflects the adjustment made this quarter to more accurately represent program expenditures; \$29,816 has been deducted from the workshop/conference category and been redistributed (through journal entries) to the travel, translation, and supplies categories.

Cost sharing and third party funding were used to purchase office furniture, a portable computer, and a small business development computer monitoring system, all for use by the Center in Hungary. A number of business texts and software have been donated by SUNY campuses and sent to the Center for distribution to partner organizations. In addition, Hungarian partners continue to provide classroom space and per diems for participants. Some partners also provide the translator, faculty lodging, local transport, and supplies. A translator and faculty lodging/per diem was provided by the partner organization for the one short course held during this quarter.

List of Attachments

Attachment A: Follow-Up Survey Results

Attachment B: Dr. Lajos Besenyei Trip Report

Attachment C: Miskolc Ph.D. Support Request

Attachment D: Schedule of Activities
1. Program Summary
2. Visitor's Book

Attachment E: First Quarter Financial Report

Evaluation during the year of 1991-1992
summarising

NOTE

250 program participants received the survey form in late August.

All program participant received survey form who properly filled out the "participant data sheet on the course.

75 answer have been sent back till end of September, a few of them did not give answer for each questions, that is why insome cases the compiled answers deviate from 75.

1. What was your job when you attended the seminar:

<u>Position</u>		<u>Field</u>
director	10	catering
head of department	11	education
economist	8	agriculture
unemployment	3	engineering
marketing expert	5	technical development
entrepreneur	5	service- hairstresser
agribusiness	5	constructing
student	4	car-industry
engineer	6	finances
agent	3	consulting
accountant	1	
teacher	6	
/collage, university/ consultant	7	
doctor	1	

2. Was the seminar useful for this Job?

Extremely useful			Useful		Not Useful at All	
1	2	3	4	5	6	7
18	9	17	17	5	5	1

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3. Is your current position the same, or has it changed since attending the seminar ?

Yes	No
6	69

4. Did the seminar give you added skills that helped you obtain your new position?

Yes	No
2	8

5. Have you started your own business since the seminar ?

No	If yes, where
15	10 construction industry commerce 4 agriculture 2 marketing food industry

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6. Did the seminar give you information which was new to you ?

Yes	No	<u>Field of new information</u>
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69	5	
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- decision marketing 2
- entrepreneurship 2
- market possibilities 2
- selling
- marketing 9
- business plan 9
- accounting 3
- quality control 5
- strategic management
- western style management 10
- organize
- style of lectures
- case studies 2
- production
- human resources

7. How did you find the translated material that was given to you at the seminar?

Easy	Difficult	
-------------	------------------	--

66	7	
----	---	--

8. Do you use the information received at the seminar as a reference material to assist you with questions and problems that arise during your work ?

Yes	No
52	20

9. Have you ever given a copy of the seminar materials to anyone else so that it may assist them ?

<u>Yes</u>	<u>No</u>	<u>to how many persons</u>
44	28	approx 10 person/participants

10. Would you attend seminars on other subjects ?

<u>Yes</u>	<u>No</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>
74	1	43	32	10	13	24	13	12

- other topics:
1. project management
 2. quality control
 3. banking systems
 4. quality control in food industry
 5. marketing in health care
 6. information
 7. computerized information systems

11. Briefly, describe the two most important things from the seminar that you are currently using for your job ?

decision making methods 3

market research 7

credit

business plan 10

market analyses 3

marketing conception 5

western style management 2

modernisation of agricultural production

users needs

quality control, management 5

attitude in market economy 4

strategic management 4

promotion 3

price

style of presentation 3

case studies 2

human resources 3

method of consultation

selling methods

organising methods

competition

foreign foundations

financial analyses

10-

12. Can The Center for Private Enterprise Development assist you in any other ways ?

Yes	No	How
58	12	using video complex information of market more courses 3 partner's match making 4 market analyses literature of quality control 4 exchange of experience of businessmen 2 information data bank juridistical problems market information 2 investment possibilities
		- what kind of functions can be overtaken by the entrepreneurs at the local government structure
		- what kind of tools are available for the local government's activity to carry out their tasks in the States

13. After our seminar, have you attended any seminars arranged by other organizations ?

Yes	No	Other organisation
27	44	Chamber of Commerce Consulting firm Rector's Conference Hungarian Quality Society

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Collage of Commerce

Hungarian Association
of Commerce

Hungarian Association
of Entrepreneurs

Business Assistance

International Center
of Training Bankers

14. How did you first become aware of the existence of the Center for Private Enterprise Development ?

upon invitation 6
from press 14
on the course 18
from other organization 25
personal connection 10

15. Do you know how to contact the Center for Information or Consultation in the future ?

Yes	No
52	22

16. Would you recommend the Center's seminars to others ?

Yes	No
73	1

17. Overall you felt the seminar was:

1 2 3 4 5 6 7

12 32 18 7 2 3

18. Please use the rest of this last, page and the back / if necessary /, to make any additional comments you might have about the seminar/s/ you attended:

others observations:

- the courses should be held in the afternoon
- the date of the course should be announced half year in advance
- the structure of the short course is good, but sometime it does not fit to the Hungarian circumstances
- special courses would be necessary instead of general overview
- follow up meetings
- the structure of the courses should be build up on each other
- has to precise the target audience
- training for trainees would be necessary
- list of literature would be useful

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 Universitat Miskolc
 University of Miskolc

**SZÁMVITELI ÉS STATISZTIKAI
TANSZÉK**

Department of Statistics and Accounting

 МИШКОЛЬЦКИЙ Университет
 Université de Miskolc

REPORT I.I.**RESULTS OF MY STUDY TRIP**

During the 3 weeks (09.27.92 - 10.17.92) at the SCHOOL OF MANAGEMENT, UNIVERSITY OF BUFFALO I attended MORE THAN 20 MEETINGS, 5 SOCIAL EVENTS and VISITED 2 COMPANIES. I was invited to the UNIVERSITY OF FREDONIA.

MAIN AND DIRECT RESULTS ARE THE FOLLOWING:

1. PRACTICE ORIENTED EDUCATION

The THEORETICAL (ACADEMICAL) character is the main characteristic feature of the Hungarian Universities of Economics. This was no problem in the CENTRAL PLANNED economy - but important problem in the MARKET ECONOMY. We have to give practice oriented knowledge to the Students.

WHAT have to be taught and WHAT KIND OF METHODS have to be used? These are the main questions to which I COULD GET ANSWERS in the US.

2. BUSINESS STATISTICS

Business Statistics which is taught by Prof. ZIONTS is very suitable for our purpose. (Clear, practice oriented examples, computer orientation etc.)

I want to teach this ENGLISH LANGUAGE STATISTICS for 15-20 Students (who are good in English) in next September.

I hope I can get help from US's colleagues - first of all from Prof. Zionts.

3. BUSINESS FORECASTING

This subject plays very important role in the practice oriented business studies. I have got an overall picture of the teaching and application of Business Forecasting methods and next September I will begin to teach the ENGLISH LANGUAGE BUSINESS FORECASTING at my Department for 15-20 Students. (I have book and software from US.) I have got very useful methodological advices from Prof. WINSTON T. LIN.

In the practical problems of Business Forecasting DONALD

W. FRASE gave me very useful advices.
In this field - teaching and research - we will work
together in the future.

4. ADVISORY BOARD

The DEPARTMENT OF STATISTICS AND ACCOUNTING was
established 3 years ago. Following from this nowadays we
are in the period of "laying the foundation of the
house of Department".

I should like to ask 10-15 Professors from over the
World to take part in this Board and ask their opinion
for every of prime importance questions.
From the UB Prof. JOHN THOMAS, Prof. JOHN BOOT, Prof.
STANLEY ZIONTS and Prof. WINSTON LIN co-operation would
be very useful.

5. COMPUTING AND COMPUTERS

On the basis of my UB's experiences I will set up the
COMPUTER LAB of my Department.

Considering the UB's experiences we will teach and use
the MINITAB, WORLD PERFECT 5.1 AND WORD GRAFICS.

I BACK ON the assistance of my colleague from UB.
We have a suitable room for Computer Lab and I hope at
the beginning of next year we can get computers from
different foundations and we can the computer-oriented
training in September on the basis of UB's experiences.

6. JOINT RESEARCH

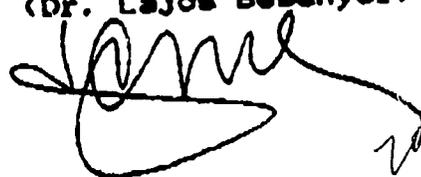
Colleagues at the UB have signified their readiness to
work together with Hungarian colleagues, to carry on
joint research on Business Statistics, Business
Forecasting, Accounting, Finance and to the related
subjects.

We have to work out the framework of this co-operation.
(We were speaking about the following opportunity:
to write articles, books, case-studies, to attend with
joint paper at International Conferences, to organize
special practice oriented courses for Hungarian
Businessmen in the fields of Business Studies (Finance,
Accounting, Quantitative Methods, Computers and
applications of Business Softwares etc.)

7. ABOUT THE FUTURE...

I firmly believe that my visit was only the first step
on our way which may lead to very successful future.
We have good opportunities for this to take into account
the good and friendly relations between our Countries.
Very important fact that the business relations
between the two Countries are undisturbed.

(Dr. Lajos Besenyi)



ATTACHMENT C

THE CENTER FOR PRIVATE ENTERPRISE DEVELOPMENT

F A C S I M I L E T R A N S M I S S I O N

Number of pages including this page: 2

Please pass this fax on to Dr. John M. Thomas

To: John M. Thomas

Fax: (716) 645-5926

From: Arpad Kezdi

Date: 9 October 1992

Dear John:

Subject: Miskolc Ph.D. Program

The accreditation system of the Hungarian Universities is in a transition. The Anglo-Saxon like Ph.D. system will be introduced, and each school has to submit a Ph.D. program proposal to get funding. In the proposal they have to list those foreign institutes and names of professors who might be accessible for consulting with the doctoral student and reviewing the candidate's work. If these kind of services are needed by the Hungarian University they will provide the funding for the honorarium for the American professor.

I am asking you to make your faculty available if there is a need and your consent to let Miskolc list you as a source. I emphasize that it does not mean any financial commitment this time.

**THE CENTER FOR PRIVATE ENTERPRISE DEVELOPMENT
PLEASE FORWARD THIS FAX TO Dr. THOMAS, Dr. HUNT
F A C S I M I L E T R A N S M I S S I O N**

Number of pages including this page: 3

To: John Thomas
Ray Hunt

Fax: (716) 645-5926

From: Arpad Kezdi

Date: 19 October 1992

As I mentioned to you in one of my earlier faxes that the Miskolc University asked you to let them list your University which could be an intellectual support (funding not included) to their Ph.D. program.

Enclosed I am sending the letter draft they desire to receive from you. I am asking your reaction to the enclosed letter of intent.

Best regards,

Arpad Kezdi

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Oct. 14. 1992 U1125

LETTER OF INTENT

Co-operating partners:

- University of Ulster,
- University of Miskolc
Faculty of Economics
Department of Management and Organization.

In this letter of intent the Co-operating Partners declare their common intent to collaborate on the development and implementation of the Doctoral Programs of the Department of Management and Organization.

The main areas of the co-operation:

- Exchange of experience related to the Doctoral Curriculum Programs
- Curriculum development in the areas of
 - Innovation Management,
 - Product Management,
 - Production Strategy,
 - Information Management for Manufacturing
- Exploring the possibilities of short courses in the UK
- Evaluation of curricula.
- Library development
- Delegation of Professors, Senior Lecturers to give lectures, examine, etc.

The financial background of the co-operation will be created by the Department of Management and Organization, however the partners are going to make efforts to explore and involve other sources (HALP, TEMPUS, foundations, etc).

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This letter declares the intent of co-operation only. The development of a detailed program will be based on further agreements.

Szintay István

.....
Dr. Szintay István
Head of the Dept.
of Management and Organization

VISITORS' BOOK

DATE	NAME	ORGANIZATION	PUR
07.22	Emese Hegedűs		secretary candidate
"	Balázs Németh	Pécs Foundation	strategy Building Fellows
"	András Berényi	"	"
"	Mrs. Juhász	Karcag highschool	program development
07.23.	Dr. Roder Lászlóné		small business consultation
"	Gömöry Jenőné		"
"	Gábor Jobbágy		job discussion
"	Szent-Királyi István	Nyiregyháza	Quality fellow
"	László Poros		video fellow report
07.29.	Ferenc Szomolányi		review apartment case
"	Ferenc Wéber	entrepreneur	consultation
"	József Bognár	Rolitron, Gyöngyös	program development
"	Gábor Jobbágy		translation of survey
07.30.	Miklós Pákh	Hung. Quality society	program development
"	David Chapman	SUNY Albany	report review

VISITORS' BOOK

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JE	NAME	ORGANIZATION	PURPOSE
"	Miklós Ipacs	private	quality project
"	István Forber	private	quality project
07.09.	Dr. József Walter	Kaposvár University	quality curr.
"	Dr. Emese Bánkfalvi	Szeged Coll.	dev. process committee
"	Dr. Lajos Pozsgai	Eng. Coll.	
07.10.	Dr. Gábor Szabó Csaba	TUB	quality project
07.10.	Dr. János Farkas	TUB	quality project
07.13.	Emese Hegedűs		secretary candidate
"	Virginia Yonkers	OIP	
"	Ildikó Polonyi	AID to Artisans	project development
07.14.	Zsuzsanna Somogyfalvi	MBA at SUNY	
07.16.	Dr. Lajos Bessenyei	Miskolc University	Training coordination
07.16.	Dr. Kálmán Sütő	Europ Academia	Europ Conference invitation
07.21.	Francis Bethlem	SUNY Plattsburgh	

VISITORS' BOOK

DATE	NAME	ORGANIZATION	
08.05.	László Mikó		Fellow
08.07.	László Poros		Video dis
08.12.	István Czetényi		"
08.24.	Lajos Besenyei		Miskolc U
08.26.	John Ryan		AID
08.28.	Don Ellson		CNI
	Mr. Brink		
	Mr. Turner		
	Mr. Kost		
	Mr. Celok		
	Jozsef Eognár	Gyöngyös Foundation	coordinat

ATTACHMENT E

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OIP FIRST QUARTER REPORT

Project Expenditures	AID FUNDS		Cost Share		Other Sources Mellon		Other Sources Pew		ACCRUED	AID FUNDS REMAINING	PROJ. NEXT QUARTER
	Actual	Proj.	Actual	Proj.	Actual	Proj.	Actual	Proj.			
Instructor - US Salary (Buf. only - 1001-3)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Staff - US Salary (1001,1003)	\$39,810	\$59,696	\$5,825	\$21,575	\$13,626	\$10,421	\$8,622	\$8,667	\$312,033	\$263,548	\$57,221
Fringe Benefits (1501,1502)	\$14,301	\$19,008	\$1,718	\$6,365	\$3,408	\$3,074	\$2,543	\$2,557	\$85,899	\$87,380	\$22,210
Salaries Local (1001,2001)	\$7,670	\$4,000	\$0	\$7,833	\$84	\$833	\$9,010	\$0	\$84,602	\$53,034	\$38,163
Consultants (2001)	\$4,775	\$15,547	\$0	\$0	\$0	\$0	\$0	\$0	\$116,408	\$122,539	\$12,000
Travel (3501,3502)	\$17,196	\$6,500	\$0	\$2,400	\$235	\$0	\$2,186	\$0	\$150,266	\$74,768	\$10,000
Equipment (2501)	\$0	\$0	\$70,000	\$76,000	\$0	\$0	\$0	\$0	\$86,265	\$6,208	\$0
Supplies (3001,3006)	\$5,561	\$910	\$300	\$2,500	\$0	\$0	\$0	\$0	\$17,390	\$28,189	\$500
Indirect Cost (7501)	\$23,221	\$20,850	\$2,039	\$10,575	\$0	\$0	\$2,018	\$0	\$120,213	\$176,652	\$37,594
Participant Costs (6503,7001,7003)	\$6,760	\$1,081	\$0	\$0	\$0	\$0	\$8,203	\$0	\$46,893	\$3,683	\$3,700
Workshops, Conf. (6510)	(\$29,816)	\$500	\$0	\$200	(\$57)	\$0	\$0	\$0	\$74,201	\$15,799	\$500
Video/TV Production (6508)	\$69,375	\$69,375	\$0	\$0	\$0	\$0	\$0	\$0	\$356,500	\$0	\$0
Translation (6506)	\$7,087	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$22,943	(\$7,302)	\$1,000
Scholarships (6501,6502)	\$4,340	\$0	\$0	\$0	\$0	\$0	\$535	\$0	\$11,632	\$5,083	\$3,700
Curriculum Development (2001,1001)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other Direct (6507,6510)	\$14,362	\$6,500	\$600	\$0	\$1,232	\$0	\$0	\$0	\$102,791	\$140,641	\$25,000
Other (6510)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$7,726	\$0	\$0
Totals	\$184,642	\$203,967	\$80,483	\$127,448	\$18,529	\$14,328	\$33,117	\$11,223	\$1,595,760	\$970,224	\$211,588

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BUFFALO QUARTERLY REPORT

Project Expenditures	AID FUNDS Actual		Cost Share Actual	Mellon Actual		Pew Actual		ACCRUED	AID FUNDS REMAINING	PROJ. PROJ. NEXT QUARTER
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Instructor - US Salary (Buf. only - 1001-3)	\$15,100	\$0	\$0	\$0	\$0	\$0	\$0	\$50,122	\$43,665	\$15,000
Staff - US Salary (1001,1003)	\$4,027	\$5,750	\$4,000	\$2,000	\$0	\$0	\$0	\$8,027	\$18,973	\$5,750
Fringe Benefits (1501,1502)	\$5,642	\$1,696	\$1,180	\$590	\$0	\$0	\$0	\$15,099	\$18,477	\$6,121
Salaries Local (1001,2001)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Consultants (2001)	\$0	\$3,000	\$0	\$0	\$0	\$0	\$0	\$28,625	\$9,200	\$4,500
Travel (3501,3502)	\$2,802	\$13,340	\$0	\$0	\$0	\$0	\$0	\$49,580	\$77,637	\$13,541
Equipment (2501)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Supplies (3001,3006)	\$213	\$0	\$0	\$0	\$0	\$0	\$0	\$951	\$4,619	\$4,000
Indirect Cost (7501)	\$15,392	\$7,652	\$1,425	\$0	\$0	\$0	\$0	\$37,541	\$35,624	\$12,717
Participant Costs (6503,7001,7003)	\$750	\$9,705	\$0	\$0	\$0	\$0	\$0	\$25,695	\$32,588	\$0
Workshops, Conf. (6510)	\$63	\$0	\$0	\$0	\$0	\$0	\$0	\$2,121	\$3,531	\$6,000
Video/TV Production (6508)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Translation (6506)	\$8,753	\$1,006	\$0	\$0	\$0	\$0	\$0	\$19,153	(\$13,895)	\$8,000
Scholarships (6501,6502)	\$1,673	\$0	\$0	\$0	\$0	\$0	\$0	\$10,255	\$29,300	\$0
Curriculum Development (2001,1001)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other Direct (6507,6510)	\$2,266	\$2,500	\$0	\$0	\$0	\$0	\$0	\$4,244	\$4,246	\$4,500
Other (6510)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Totals	===== \$56,681	===== \$44,649	===== \$6,605	===== \$2,590	===== \$0	===== \$0	===== \$0	===== \$251,413	===== \$263,965	===== \$80,129