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U.S. AGENCY FOR
INTERNATIONAL
DEVELOPMENT

Ms. Edith A. Cecil
Executive Director
United States Environmental Training Institute
3000 K Street, NW
Suite 690
Washington, D. C. 20007

Subject: Cooperative Agreement No. AEP-0015-A-00-2051-00

Dear Ms. Cecil:

Pursuant to the authority contained in the Foreign Assistance Act of 1961 and the Federal Grant and Cooperative Agreement Act of 1982, as amended, the Agency for International Development (hereinafter referred to as "A.I.D.") hereby provides to the United States Environmental Training Institute (hereinafter referred to as "USETI" or "Recipient") the sum set forth in Section 1C.2. of Attachment 1 of this Cooperative Agreement to provide financial support for the program described in Attachment 2 of this Cooperative Agreement entitled "Program Description."

This Cooperative Agreement is effective as of September 24, 1992 and funds obligated hereunder shall be used to reimburse the Recipient for allowable program expenditures for the period set forth in Section 1B. of Attachment 1 of this Cooperative Agreement.

The total estimated amount of this Cooperative Agreement is the amount set forth in Section 1C.1. of Attachment 1, of which the amount set forth in Section 1C.2. is hereby obligated. A.I.D. shall not be liable for reimbursing the Recipient for any costs in excess of the obligated amount. However, subject to Section 1C.4. of Attachment 1, additional funds may be obligated by A.I.D. until such time as the obligated amount may equal the total estimated amount of this Cooperative Agreement.

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This Cooperative Agreement is made to the Recipient on the condition that the funds will be administered in accordance with the terms and conditions as set forth in the attachments listed under my signature below, which together constitute the entire Cooperative Agreement document and have been agreed to by your organization.

Please acknowledge receipt and acceptance of this Cooperative Agreement by signing all copies of this Cover Letter, retaining one copy for your files, and returning the remaining copies to the undersigned.

If you have any questions, please contact Veronica G. Smithof my staff at (703) 875-1011.

Sincerely yours,



Jeffery D. Bell
Grant Officer
Office of Procurement
B Division
AEP Branch

Attachments:

1. Schedule
2. Program Description
3. Standard Provisions
4. Special Provision entitled "Restrictions on Lobbying"

ACKNOWLEDGED:

United States Environmental Training Institute

BY: Edith A. Cecil

TYPED NAME: Edith A. Cecil

TITLE: Executive Director

DATE: September 28, 1992

FISCAL DATAA. GENERAL

- A.1. Total Estimated A.I.D. Amount: \$547,660 ^{11/10}
A.2. Total Obligated A.I.D. Amount: \$330,000
A.3. Cost-Sharing Amount (Non-Federal): \$ - 0 -
A.4. Other Contributions (Federal): \$ - 0 -
A.5. Project No.: 499-0015
A.6. A.I.D. Project Office: ASIA/DR/TR
A.7. Funding Source: A.I.D./W
A.8. Tax I.D. No.: 52-1762257
A.9. CEC No.: 79-078-4946
A.10. LOC No.: To be established

B. SPECIFIC

- B.1.(a) PIO/T No.: 499-0015-3-2672529
B.1.(b) Appropriation: 72-112/31021.8
B.1.(c) Allotment: NA
B.1.(d) BPC: HDH2-92-37499-IG12
B.1.(e) Amount: \$ 74,000

C. SPECIFIC

- C.1.(a) PIO/T No.: 499-0015-3-2672530
C.1.(b) Appropriation: 72-112/31021.5
C.1.(c) Allotment: NA
C.1.(d) BPC: HDE2-92-37499-IG12
C.1.(e) Amount: \$ 26,000

D. SPECIFIC

- D.1.(a) PIO/T No.: 499-0015-3-2672542
D.1.(b) Appropriation: 72-1121021.8
D.1.(c) Allotment: 248-67-499-00-70-21
D.1.(d) BPC: HDHA-92-37499-JG12
D.1.(e) Amount: \$114,304

E. SPECIFIC

- E.1.(a) PIO/T No.: 499-0015-3-2672543
E.1.(b) Appropriation: 72-1121021.5
E.1.(c) Allotment: 248-67-499-00-70-21
E.1.(d) BPC: HDEA-92-37499-JG12
E.1.(e) Amount: \$ 85,696

PROGRAM DESCRIPTION

The Recipient's proposal entitled "US - Asia Environmental Partnership Project" is attached hereto as the Program Description (Attachment 2) and is made a part of this Cooperative Agreement.

"US - ASIA ENVIRONMENTAL PARTNERSHIP PROJECT"

BACKGROUND

USETI

The U. S. Environmental Training Institute (USETI) was incorporated on October 15, 1991, as a 501 (c)(3) non-profit organization. It is a joint venture between the U.S. Environmental industry and the Federal Government created to protect the global environment by promoting the transfer of technology used to solve environmental problems and to increase U.S. competitiveness in the environmental market overseas.

Through the USETI, government and industry will make efficient use of each other's resources to fulfill the environmental training needs of developing countries while at the same time facilitating the dissemination of technical know-how and the sale of U.S. products and services.

The goals of the USETI are as follows:

- o Share U.S. environmental advances with the international community by providing environmental training courses in the United States to government and industry officials from developing countries.
- o Promote exports of U.S. environmental products and services.
- o Enhance U.S. competitiveness.
- o Establish international business networks for U.S. and international executives.

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A.I.D.

Training is an integral part of the Agency for International Development's Asia Environmental Partnership (AEP). As announced by President Bush in Singapore on January 4, 1992, "The United States has environmental expertise and state of the art environmental technology." which needs to be shared with Lesser Developed Countries. In order to achieve the goal of sharing this expertise and technology, an extensive, user-friendly Data Base of the existing training programs in the United States and the design and development of training courses in new and innovative technologies is essential.

PURPOSE

The objective of the cooperative agreement is to enable participants from ASEAN countries to attend USETI courses who do not have access to their own funding, to implement the design and development of a Data Base of existing environmental training opportunities in U.S. the private sector, government agencies, NGOs and universities. It is also to research and select innovative, high-impact environmental training topics and assist corporate or academic organizations in the design of effective courses targeted to environmental industry and government officials from US-AEP eligible countries.

ACTIVITIES

Training Support

USETI programs are based on the premise that the private sector will provide the training infrastructure at no charge to USETI or the participants. Each participant in an USETI program is funded on a case-by-case basis by the UNDP, TDP, the World Bank, their employers, etc. During the start-up phase of USETI, it will be important to have a fund which may be drawn upon to insure that participants from the ASEAN countries who can not obtain their own funding may attend courses. Training support is not seen as a program which will need continuous funding. As the government agencies abroad (AID Missions, UNDP, etc.) become familiar with the USETI, they will become more receptive to funding participants. Funding will be needed for the first year of the AEP in order to guarantee the training of 20 persons in the Fall, 1992 and 30 persons in Spring, 1993 from ASEAN.

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Comprehensive Environmental Training Information Base

The objective of this activity is to serve a target population of public and private environmental officials in Less Developed Countries (LDCs) with an easily accessible information base of environmental training courses available in the U.S. Certain sources, electronic and otherwise, provide limited types of information, but there is often no feasible access to them. Professional associations provide listings of in-service training opportunities for engineers, for example, and libraries and not-for-profit organizations stock catalogues, but there are unacceptable barriers to access and information retrieval.

The proposed information base would be comprehensive and would focus on the needs of the specialized target population, both in content and format, to maximize the opportunity to access appropriate training opportunities.

Features of the Information Base -- proposed features include:

- o Each course would be annotated with a course description of approximately 200 words and additional course status fields on specific technical area, level of difficulty, prerequisites (if any), credit or non-credit, fees, whether especially recommended for LDC participants, and logistical information such as contact number, calendar, and registration procedure.
- o Information base would be available in hard copy and on diskette. Initially, updating of the information base would be on an on-going basis as information came in. Later, updates might be done on a quarterly basis.
- o Because any access system used will have limitations in many LDCs, a fax access system will be piloted to send information. An information request form could be sent to prospective users and at least some of the user needs met via fax.
- o The course listings would be supplemented by optional information on how the target population can access the courses, i.e., funding sources and "scholarship." This information is at least as important as the course listings and would need to be kept as current.

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Publicizing the Information Base -- The development of useful and usable per se does not achieve the desired objective without the complementary task of successfully publicizing the information base. The means of publicizing would be formal and informal, here and abroad.

- o Information packets would be provided to U.S. missions and international conferences, and notices will be submitted to appropriate publications, here and abroad.
- o Announcements and/or presentations would be made at appropriate international conferences, and notices will be submitted to appropriate publications, here and abroad.
- o Less formally, the "alumni" network of USETI and similar groups would be used, and announcements made to domestic and international contacts.
- o The course providers included in the information base would be enlisted to inform prospective candidates.
- o Periodic notices would be posted in select electronic bulletin boards.
- o Users would be queried to ascertain how they heard about the data base so that the effectiveness of the means of publicizing the data base could be monitored.

In summary, an appropriate amount of time and resources must be channeled into publicity for the database to be successful.

Evaluation and Evolution of the Information Base

Evaluation will begin at the earliest point in order to obtain data to monitor subsequent improvements. The evaluation will be on-going and include at least three components:

- o The objective component would be based on such numerical indicators as number of users, growth in course listings, and possibly follow-up on number of registrations.
- o User surveys would be used to provide additional indicators in respect to ease of use, meeting needs, effectiveness of format, etc. Survey items would be systematically screened to minimize cultural bias.

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- o Especially in the early quarters of operation, it is expected that format may evolve rapidly with actual use and feedback from the field. Later, the format will be more stabilized but with on-going refinements for continuous quality improvement.

Asia Sub-set

As soon as the main information base is successfully operational, work would begin on a supplemental information base of environmental training courses available in Asia or courses which could be provided in Asia by American providers. courses which are obviously country-specific would be excluded, e.g., a course on Malaysian compliance regulations. Many features of the main information base would be retained, but appropriate modifications would accommodate other needs: language(s) in which the course is presented, visa or other requirements for entering the country where the course is offered.

Fostering the Design of New and Innovative Courses

Rather than building costly training facilities, the USETI offers courses in the existing laboratories, training facilities and factories of major U.S. corporations, academic organizations and government agencies. However, some of the most innovative technology appropriate to the ASEAN region is being developed by small to medium companies which do not have training programs. The USETI has the capability to work with these companies to design and develop courses in relevant technologies to the ASEAN countries. USETI has the capability to work with these companies to design and develop courses in relevant technologies to the ASEAN countries. USETI would develop five innovative courses during the first year of the contract.

Need Analysis -- Many environmental needs of the LDCs could be met by appropriately applied technology. Many potential providers of technology are unaware of the opportunities which exist. The first step in eliminating this disconnect would be to do a needs analysis with a survey of the literature to establish a priority list of some of the highest potential technology needs. The criteria for establishing the list would include feasibility, impact, and availability of adaptable technology. The literature search could be supplemented by interviews with or surveys from LDC participants taking environmental courses in this country.

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Interview with Potential Providers -- The next step would be contacting potential technology and training providers (many of whom may already have courses in the data base) to explore with them areas where worthwhile interventions could be planned. In reality, this step and the needs analysis would be appropriately intertwined.

Design Assistance based on Selected Criteria -- From among the number of viable proposals, a few priority areas for training courses would be chosen, and assistance would be given providers in course design with the aim of piloting these innovative courses. The assistance in course design would include commitment and capability of the prospective course provider as well as feasibility, impact, and availability of technology for the subject matter.

The end result of the activity above could be the addition of many especially valuable courses ready for presentation. A long term result would be the perception of needs and trends useful in helping organizations provide well-targeted courses to LDC participants.

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