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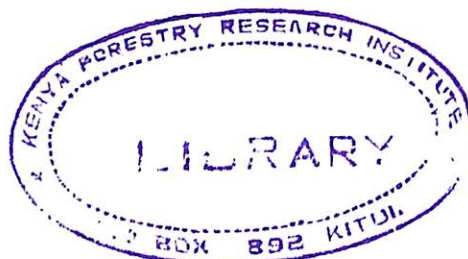


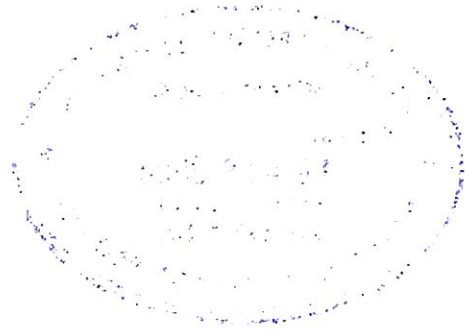
# *THIRD COUNTRY TRAINING PROGRAMME*

## *OPERATIONS MANUAL*

June, 1996

*Kenya/Japan Social Forestry Training Project*





## PREFACE

The first course of "Regional Training Course for the Promotion of Social Forestry in Africa" was implemented by KEFRI in February - March 1996. This regional training course under JICA's Third Country Training Programme is a separate project from the Social Forestry Training Project, although they are implemented by the same institute. Therefore the regional course has its own rules and procedures set by JICA for the implementation.

The regional training programme at KEFRI will continue for 5 years until Japanese fiscal year of 1999, while the second phase of the Social Forestry Training Project is to terminate in November 1997. The third phase or a follow-up of SFTP is still under study and therefore the possibility is unknown at the moment. In other words the last 2 or 3 courses of the regional training may have to be carried out by KEFRI without Japanese experts.

Although the KEFRI training officers working for SFTP are well qualified to implement the regional course as well as the other in-country courses, they also need to familiarise themselves with JICA's rules and regulations on the Third Country Training Programme, e.g. on invitation procedures and management of the budget, so that it can be fully managed by KEFRI. It is the reason for the preparation of this operations manual.

"Third Country Training Programme Operations Manual" is available in Japanese prepared by JICA in 1994. This is an English translation of essential part of the JICA's manual with some relevant comments and suggestions drawn from experiences of the 1st course. Although JICA's manual contains procedures for all the project cycle, some unnecessary sections are omitted here such as project identification and preliminary studies, because these have been already done and will not be required again for the KEFRI course. In order to distinguish the part of translation of JICA's manual and relevant comments/ suggestions, the former is written in the box.

T. Shima  
Training Leader  
SFTP

# CONTENTS

I	DEFINITION		
	I-1	Definition	1
	I-2	Advantages	1
	I-3	Implementing Organisation	2
	I-4	Selection of the Participating Countries	2
	I-5	TCTP Categories	2
II	OUTLINE		
	II-1	Framework for Cooperation	3
	II-2	Duration	3
	II-3	Share of Responsibility and Cost	3
	II-4	Number of Trainees	4
	II-5	Dispatch of Short-term Japanese Expert	4
	II-6	Counterpart Training	5
III	PROJECT CYCLE		
	III-1	Terminal Evaluation	5
	III-2	Procedure for Extension	6
IV	ADMINISTRATION		
	IV-1	Submission of Draft Operation Plan	7
	IV-2	Notification of the Plan	8
	IV-3	Invitation of the Trainees	8
	IV-4	Selection of the Trainees	9
	IV-5	Request of Budget	10
	IV-6	Reporting	10
V	BUDGET FOR TCTP		
	V-1	Proposal and Approval	11
	V-2	Items of Expenses Born by JICA	11
		V-2-1 Invitation Expenses	
		a) airfare	11
		b) stop-over allowance	12
		c) transportation expenses	13
		d) per-diem	13
		e) accommodation allowance	14
		f) medical insurance	14

	V-2-2	Training Expenses		
		a) honoraria for external lecturers	---	15
		b) employment fee	---	15
		c) transportation	---	16
		d) expendable supplies	---	17
		e) meeting expenses	---	17
		f) G.I. printing	---	17
		g) Textbook	---	18
	V-2-3	Other Expenses	---	18
V-3		Way of the Payment of Expenses	---	18
V-4		Submission of a Statement of Expenditure	---	19

## APPENDICES

1	Form of Operation Plan	---	20
2	Example of Operation Plan	---	21
3	General Information	---	23
4	List of Selected Applicants	---	32
5	Invitation Letter	---	34
6	Estimate of Expenses	---	39
7	Tentative Schedule	---	40
8	Standard Format for Course Report	---	41
9	Standard Evaluation Form	---	58
10	Confirmation on Ticket	---	67
11	Arrival Details	---	69
12	Calculation of Per-diem and Accommodation	---	70
13	Statement of Expenditure	---	72
14	Filing of Receipts	---	73

## I. DEFINITION

### I-1. Definition

The Third Country Training Programme ( hereinafter referred to as "TCTP") is a type of JICA training programmes with the aim of transferring and disseminating the technologies, which had been already transferred from Japan to a developing country (hereinafter referred to as "the host country"), to the neighboring developing countries through the host country. This programme is carried out under the initiative of the host country, inviting the participants from neighboring countries to the implementing organisation (hereinafter referred to as "the training institute") with technical and financial assistance of Japan.

### I-2. Advantages

Features and advantages of TCTP are as follows;

- 1) Technology of Japan can once be modified and improved in the host country according to its conditions, hence it will be possible to transfer the technology more suitable for the needs of the neighboring countries.
- 2) As the training is carried out with participants from the same region with similar or familiar cultural, lingual and climatic conditions, they can be trained in more adaptable circumstances.
- 3) More training chances can be provided under the same amount of budget because of its cost effectiveness in terms of air fare, living cost, etc. comparing to the similar training course in Japan.
- 4) It can be expected to lead to improvement of training management capabilities and self-reliance of the host country through her initiatives in programming of the curriculum, invitation of the participants and other management for the training.
- 5) It can lead to a regional approach in which the developing countries deal with their common development issues in cooperation, through exchanging and sharing common understanding of their technology, knowledge, experience, etc. among those countries.

### I-3. Implementing Organisation (The Training Institute)

TCTP is implemented, in principle, by an organisation with which Japan did in the past or is currently doing some cooperations through project-type cooperation, grant aid, development studies, dispatch of experts, etc. In most cases TCTPs have been implemented in the last period or after the termination of project-type cooperations in view of the purpose of TCTP to further disseminate technologies transferred under those projects.

### I-4. Selection of the Participating Countries

The countries to participate in TCTP are in principle selected from the same or neighboring region of the host country. However other countries may be included if their lingual, socio-economic and natural conditions are common to the ones of the above region and, hence, good training effects can be expected.

- \* 13 countries were selected for the KEFRI course which are specified in the Record of Discussions (R/D), and 9 countries among them were participated in the first course.
- \* Although all the 13 countries may not always need to be represented in one course, continuous efforts should be made to identify appropriate institutes in all the 13 countries and invite them through the 5-year duration of the programme.
- \* When a need arises to invite other African countries in addition to the above 13 countries, it should be closely consulted with and agreed by JICA before making decision as it will probably require a revision of the R/D.

### I-5. TCTP Categories

There are 3 categories in the TCTP, namely group training, individual training and training in Japan.

- \* In this manual, only the Third Country Group Training is referred in which the KEFRI course is categorized.

## II. OUTLINE

### II-1. Framework for Cooperation

Each TCTP is officially approved by the signing of the Record of Discussions (R/D) by the Government of Japan and the host Government, same as project-type or other types of cooperation.

### II-2. Duration

The duration of one TCTP is in principle for 5 years. However it is possible to implement TCTP for the period shorter than 5 years.

In the 5-year period one training course is conducted per each Japanese fiscal year. The duration of each training course is usually 1 - 2 months.

Terminal Evaluation is normally done in the fourth year of the 5-year programme. When a request for extension of the programme duration is made by the host country, JICA and Ministry of Foreign Affairs of Japan will study it based on the results of the Terminal Evaluation.

- \* Japanese fiscal year is from 1st April to 31st March.
- \* Details of Terminal Evaluation are referred to in section III-1.

### II-3. Share of Responsibility and Cost

The training institute/ host country should take the initiative in conducting and managing the TCTP in cooperation with Japanese side through the cost sharing, dispatch of Japanese expert, etc. Outline of sharing of the responsibility by the two countries is as follows;

- 1) Host country (the training institute)
  - provision of training facilities and equipments
  - preparation of training curriculum
  - arrangement of resource persons
  - preparation of General Information (G.I.) and its distribution to participating countries
  - invitation, selection and acceptance of trainees
  - expense of running cost and other cost that cannot be met by Japanese side



2) Japanese side

- advice on training curriculum, management of training course, etc.
- expense for inviting trainees from neighboring countries (air fare, living expense, etc.)
- expense for conducting training ( honorarium for external lecturers, employment fee, expendable supplies, textbook preparation, etc.)

The standard amount of maximum expense provided by Japanese side is equivalent to US\$ 80,000 per course/year (as of fiscal 1994, for a 2-month course with 20 participants).

#### II-4. Number of Trainees

The number of the trainees invited from neighboring countries is normally around 10 - 15. A few trainees from the host country can also participate, if so requested by the country, however invitation expenses for these in-country trainees cannot be met by Japanese side.

- \* Maximum number of Kenyan participants in the KEFRI course is two (2) that is specified in the R/D.

#### II-5. Dispatch of Short-Term Japanese Expert

Short-term Japanese expert(s) can be sent as necessary on the basis of request by the host country. The expert gives advices and a part of lectures for TCTP.

- \* The short-term expert will not be necessary while SFTP is ongoing. When the phase II of SFTP terminated and no follow-up nor phase III was materialised, it might need to consider whether an expert be required to prepare and implement the course.
- \* The request for the expert should be officially submitted to JICA office on the annual basis, well before the beginning of new Japanese fiscal year.

## II-6. Counterpart Training

The scheme of counterpart training in Japan is applicable to TCTP to strengthen the technical capability of counterpart staff working for TCTP in the training institute. The procedure is same as the usual counterpart training, i.e. the request should be submitted to JICA office in the previous fiscal year.

- \* Although the counterpart training is available as mentioned above, the total number of trainees allocated for TCTP is quite limited. Therefore the counterpart training under TCTP will be unlikely to be provided to KEFRI as far as it is allocated under SFTP.

## III. PROJECT CYCLE

( Sections on project identification, preliminary study mission, preparation of R/D are omitted.)

### III-1. Terminal Evaluation

#### 1) Objectives

- To evaluate achievements, effects and general management of the training in the light of the original plan.
- To discuss with host country/ training institute the framework of future cooperation including the needs for extending the ongoing TCTP, considering level of attainment to the objectives and environments for the implementation.
- To use the results of the evaluation and any lessons learnt for improving the whole TCTP.

#### 2) Timing

- The terminal evaluation will be basically carried out in the 4th year of the 5-year programme (in Japanese fiscal year) so that the extended phase, if agreed upon, can start without delay. However it might be done in the 5th year if the training course is to be implemented in the 1st half of the fiscal year.

### 3) Items to be evaluated

- Evaluation on the attainment in view of technology transfer;  
To evaluate attainment of the training objectives and training effects through survey or questionnaire to the past trainees or participated institutes.
- Analysis of training effects - the positive and negative factors for its manifestation;  
To study factors which facilitated or hindered attainment of the training objectives through review of the course reports, and to check whether the training institute has an appropriate system to transfer technology to the trainees.
- Recommendation on the extension or termination of TCTP;  
To make recommendation on whether the TCTP should continue or terminate in view of the above evaluation, taking into account the view of the host government and Japanese Embassy.

### 4) Method of the evaluation

There are 2 ways of the evaluation, namely;

- a. by the evaluation mission from Japan, or
- b. by the local JICA office

### 5) Administration --- omitted (to be done by office)

## III-2. Procedure for the Extension

- When extension of the TCTP was recommended as a result of the terminal evaluation, JICA office submits such request to JICA HQs.
- The JICA HQs, based on the request and the evaluation, makes decision on the extension or termination and inform local JICA office accordingly.
- Discussions with the host government on the extension are normally done by local JICA office, however a mission may be sent from Japan for this purpose in case the extension proposal contains a big change in the programme.
- After the basic agreement was reached between JICA and the host government, the draft Record of Discussions are prepared and sent to the host country through diplomatic channel for signature.

## IV. ADMINISTRATION

### IV-1. Submission of Draft Operation Plan

As regards ongoing TCTP one training course is implemented every fiscal year for the period specified in the R/D. However JICA carries out every year a survey of the draft operation plan for the next year's course.

The local JICA office should have discussions with the training institute and let them submit the draft operation plan for the next year's course and transmit it to JICA HQs. The plan includes information on the following items;

- Name of the course
- Objectives
- Period
- Number of trainees
- Participating countries
- Curriculum
- Request for counterpart training
- Request for short-term Japanese expert
- Budget

In the discussion with the training institute, it is desirable for JICA office to consider the following points, taking into account the results and evaluation of previous year's course, and have them reflected in the next year's operation plan;

- Fulfillment of the training needs
- Attainment to the course objectives
- Fulfilment of trainees' expectation
- Management of invitation works and course implementation in general
- Review and improvement of the curriculum
- Appropriateness of inputs from Japanese side

\* The submission of operation plan is requested by JICA office normally in the middle of a year i.e. July or August for the next fiscal year's course.

\* There is a fixed one-page form for the operation plan which is attached as Annex 1 and the example of the 1st course with its English translation is in Annex 2. As it should be written in Japanese it is recommended to consult with JICA office how to prepare the plan, when Japanese experts of SFTP are not available.

- \* As regards contents of the plan, most of the items would remain unchanged every year e.g. title of the course and invited countries. As the plan will usually be prepared before the course of the previous year, the budget in the draft operation plan could be same or similar to the one of the previous year unless some special requirement or big change is foreseen in the next year's course.
- \* If the budget in the draft plan is significantly different from the previous year's, it should be properly explained with justifiable reasons. The JICA's contribution to KEFRI course is around US\$ 75,000 at present and this budget scale will not be considerably changed unless so requested by KEFRI. Therefore it may be recommendable to keep the budget on the same level as far as possible.
- \* There is one officer in JICA Kenya office who handles training matters including TCTP (Ms. Odanaka at present). Therefore it is recommended, if SFTP is terminated, to consult her/him on all the administrative matters on TCTP when necessary.

#### **IV-2. Notification of the Plan**

The JICA HQs, after assessment of the draft operation plan, decide the annual plan (duration, number of trainees, invited countries, etc.) for the next year's TCTP and notify it to the country through diplomatic channel. This notification serves as JICA's approval of the operation plan.

- \* The above plan (very simple plan with a few sentences) to be notified by the JICA office does not usually include the budget but only number of trainees, course duration, etc. The detailed budget request needs to be submitted later in the "estimate of expenses" as mentioned in section IV-5.

#### **IV-3. Invitation of the Trainees**

The training institute should prepare "General Information" (GI), which is to be sent to participating countries/organisations, and get agreement of JICA office to its contents prior to its distribution. GI should clearly state that the training course is organised in cooperation with Japanese Government through JICA.

Although responsibility of the invitation lies in the training institute and the host country through her diplomatic channel, JICA office of the host country may assist to facilitate the invitation process through distribution of GI to JICA office in the participating countries.

- \* Although there is no specific JICA form for GI, the application form attached to GI should be JICA form called "A2A3 Form". GI for the 2nd course in 1996 is attached as Annex 3.
- \* It is recommended to request JICA office to assist in distributing GI through JICA channel as mentioned above. For example some candidates from Ethiopia and Malawi were nominated through this channel in the 1st course.
- \* Among the 13 countries listed for KEFRI course, JICA office is located in Ethiopia, Zambia, Tanzania, Malawi, and South Africa (planned to be established in 1996).

#### IV-4. Selection of the Trainees

The training institute selects the trainees from the applicants nominated through diplomatic channel and notifies the selected applicants of the result through diplomatic channel.

The training institute submits the list of selected applicants to JICA office. The list of actual participants should also be submitted to JICA office immediately after beginning of the course.

- \* Application and notification "through diplomatic channel" is a requirement of JICA because of diplomatic nature of TCTP. However a short-cut or more direct channel may have to be necessary to avoid delay in application and invitation process. Therefore it might be recommendable to go through 2 channels at same time i.e. diplomatic channel through MRTTT and Ministry of Foreign Affairs, and direct channel.
- \* Submission of the list of actual participants to JICA office mentioned above can not be omitted even when there is no change from the list of selected applicants. List of selected applicants of the 1st course submitted to JICA office is attached as Annex 4.
- \* Detailed information needs to be included in the invitation letter to the selected trainees, e.g. on issuance/ collection of air tickets and meeting arrangement at JK airport. An example of the letter in the 1st course is attached as Annex 5.

#### IV-5. Request of Budget

The training institute should submit the "estimate of expenses" of the course to JICA office not later than 60 days before the beginning of the course. The JICA office, after assessing the estimates, transmits it to JICA HQs which will remit the budget to JICA office within 30 days after receipt of the estimate.

- \* It is desirable to submit the estimate of expenses to JICA office as early as possible at the beginning of the fiscal year i.e. in April or May. Otherwise the budget will not be remitted early enough to cover the expenses for dispatching GI. The estimate of expenses for the 2nd course is attached as Annex 6. It is also required to attach a brief tentative schedule of the next course as per the Annex 7.
- \* The amount of the budget in the estimate does not have to be same as the one in the draft operation plan submitted in the previous year. It may be changed reflecting actual expenditure of the last course or new requirement in the coming course, however any changes should be justifiable in view of JICA's rules and regulations on TCTP budget.
- \* Despite the above paragraph it is not recommendable to make a big change in the total amount of budget comparing with the one in the draft operation plan, as it may not be accepted by JICA unless there are strong reasons to justify.
- \* It should be noted that the budget requested in the estimate of expenses will be duly assessed by JICA and as a result the amount of some budget items may be changed (normally reduced).

#### IV-6. Reporting

KEFRI should submit to JICA office, 1) a statement of expenditure within 1 month and 2) course report within 2 months, after completion of a course respectively.

- \* Refer to section V-4 on the "statement of expenditure".
- \* JICA has a standard format for the course report which is attached as Annex 8. The course report for the 1st course was prepared more or less according to this format.
- \* It is a requirement of JICA to include results of course evaluation by the trainees in the course report. There is also a standard of the evaluation form in JICA's manual (Annex 9). The evaluation form for the 1st course was prepared according to this form, which may need to be constantly reviewed to get more information for the organiser to improve the course implementation.

## V. BUDGET FOR TCTP

Handling of the expenses born by JICA for implementation of the course under the TCTP should be arranged in accordance with the following procedures;

### V-1. Proposal and Approval

The procedures for proposal and approval of the budget is as already mentioned on "estimate of expenses" in section IV-5.

### V-2. Items of expenses born by JICA

The expenses of JICA's TCTP budget are divided into 2 basic categories, namely *invitation expense* and *training expense*, both of which are further divided into the following items;

#### V-2-1. Invitation Expenses

Only the participants from the invited countries should be provided with invitation expenses consisting of the following items;

The fund for air fare, accommodation, per-diem and medical insurance under "invitation expenses" should not be appropriated for any other purposes.

##### (a) Air fare

Round trip air tickets in normal economy fare are provided between the international airport in the capital of an invited country or the international airport designated by the JICA office and the international airport in the host country by a regular route.

- \* Issuance of the air tickets for KEFRI course is to be handled by JICA UK office through PTA. Therefore the budget for the air fare is not given to KEFRI but directly remitted to UK office.



- \* The first action required for the tickets issuance is to submit to JICA office a list of the trainees with their address, telephone, proposed date of arrival and departure, and to request them to transmit it to UK office for the issuance of tickets. This action should be taken immediately after selection of the trainees, preferably 1.5 to 2 months before the beginning of the course. It is suggested not to directly communicate with UK office but always through Kenya office.
- \* The JICA UK office through Kenya office informs KEFRI of flight details and PTA number of each trainee. At the same time the trainees are informed of the tickets issuance by their respective local air offices. However this process appears ineffective in some countries and as a result quite a few inquiries on the tickets might be given to KEFRI by the trainees. The PTA number needs to be quoted in replying to these inquiries and in changing the flight. An example of the reply is attached as Annex 10.
- \* If the trainee(s) became unavailable to attend the course, it should be informed JICA office without delay for cancellation of the PTA by UK office.

(b) Stop-over allowance

If the participants stay in a third country in order to get visa for entry to the host country or because of flight connection, accommodation and food expenses during the stay within the limit of two days are paid at the maximum rate of 10,000 Japanese yen equivalent per day in exchange for the voucher.

Any other expenses during the stop-over, e.g. visa acquisition fee, airport tax or taxi fare, cannot be met by JICA.

- \* This allowance can not be paid for transit passengers who stayed in a airport.
- \* It can also be paid for return trip if overnight stay in a third country cannot be avoided even through the most direct flight connection. In this case the allowance at an appropriate fixed rate should be given to the trainees prior to their departure from Kenya.
- \* It should be noted that this allowance can not be paid for any similar expenses e.g. accommodation, meals or transport incurred in the trainees' home country.

(c) Transportation expenses

Transportation between the airport and the training institute (limousine bus fare) is provided.

- \* As KEFRI can provide its own bus transportation service from/to the airport, this expense is only required for those trainees who missed KEFRI bus and took taxi or other transportation measures from the airport to KEFRI.
- \* To make meeting arrangements at JK airport, preparation of arrival details like Annex 11 is recommended.

(d) Per-diem

Per-diem covers meals, telephone, laundry and other miscellaneous expenses of the trainees. The rate is fixed by the JICA office and applied to all the TCTP courses implemented in a same host country.

It is paid for the number of days stayed in host country, however, the maximum payable days are from the day of opening to closing ceremony ( both inclusive) plus 2 days.

- \* The JICA's per-diem rate for TCTP in Kenya for fiscal 1995 and 1996 was US\$ 22 equivalent per day.
- \* The above rate and the rate of accommodation allowance are to be reviewed by JICA office every year considering inflation rate, etc. Therefore these rates should be checked with JICA office and be reflected in preparing the "estimate of expenses".
- \* As per-diem covers expenses in Kenya it should be paid in Kenyan shillings. Its exchange into other currency, if necessary, should be done by the trainees at their own cost.
- \* Some trainees may have to stay in Kenya longer than the maximum days specified above. In such case per-diem for the extra days can also be paid provided it is because of availability of return flights; no other reasons to prolong their stay in Kenya should not be accepted. However this per-diem for extra days should not be included in the estimate of expenses as they are not predictable.

- \* In the 1st course, the day of arrival and departure were counted as half a day respectively in calculating per diem, although it was not a JICA requirement.
- \* For calculating per-diem and accommodation allowance of each trainee, preparation of a table like Annex 12 is recommended.

(e) Accommodation allowance

Accommodation allowance covers actual expenses for accommodation appropriate for the status of the trainees.

- \* The rate of the allowance for the 2nd course was set by JICA at US\$ 30 equivalent per night.
- \* It covers both stay in KEFRI and hotels during study tours. It does not include meals in principle as they are to be covered by the per-diem. However in the case that meals are included in and cannot be separated from the accommodation, or per-diem appears insufficient to cover all the 3 meals e.g. during study tours, the accommodation allowance may also have to cover the meals as partly arranged in the 1st course.
- \* A question raised by the 1st course participants, whether meals during study tours be paid from the per-diem, may need to be considered from the above view-point.
- \* It can be decided on case-by-case basis whether the accommodation allowance be given to the trainees or directly paid to hotels by the course organiser.

(f) Medical insurance

Expenses for medical insurance premium to cover diseases and injuries of the trainees during their stay in the host country. The contents of the coverage is decided in accordance with the same scheme for JICA training in Japan, e.g. maximum insurance of 5 million yen in the case of death.

- \* As experienced in the 1st course, the medical insurance does not usually cover minor disease/treatment. In such case, medical expenses like purchase of medicine have to be paid from this budget item, until KEFRI's clinic becomes operational.

## V-2-2. Training Expenses

### (a) Honoraria for external lecturers

Honoraria for internal lecturers should be paid by the training institute and therefore not be covered by JICA budget.

Over-dependence on external lecturers is not preferable in view of the principle of TCTP; ideally to be implemented by the own resources of the training institute. External lecturers are limited to the nationals of the host country.

The expenses include honoraria, paper fee to prepare a resume and traffic expenses. The rate should be decided taking into account the appropriate level of the same expenses in the host country. The rate of honoraria for field practices should be 50% of the lectures. The maximum rate of the honoraria should not exceed the one under JICA training in Japan as follows;

Director FD class:	8,900 yen / hour
PFO or equivalents:	6,700
DFO or equivalents:	5,300
Others:	4,200

If external lecturers move over 40km each way in order to give lectures, etc., transportation, per-diem and accommodation may be paid on the basis of actual expenses.

\* The above classification (Director FD class, etc.) is in accordance with their counterparts in Japan.

### (b) Employment Fee

Although this expense should be paid by the training institute in principle, it may be covered by this budget item when it is definitely needed and cannot be provided by the institute. It covers employment fee of secretary and others for the training operations including overtime payment.

(c) Transportation

i) Transportation

Personal traffic expenses are to be covered by the per-diem. Other expenses for transportation for the training e.g. hire of a bus can be met by this budget.

ii) Transportation for study tour

This covers actual transportation cost under study tours, e.g. bus or domestic flight fare.

However accommodation is provided under "invitation expenses" including for the period of study tours. Therefore accommodation expenses during study tours cannot be paid for in-country trainees in principle.

In case the trainees are to return to the same hotel after study tours but cannot check out there during the tours, such as stay in accommodation of the training institute, separate accommodation expenses can be provided to those hotel/ accommodation from this budget item.

Transportation fee, per-diem and accommodation can be paid to the accompanying lecturers and others for the trip of more than 40 km.

- \* For the 1st course, the travel allowance for course organisers of KEFRI was expended from this budget item including trip to check study tour route. This budget particularly needs to be carefully controlled so that it should not be used for travels of any other purposes.

iii) Other transportation expenses

Hire of bus, purchase of fuel and employment of driver (including overtime) for the study tour may also be covered by this budget.

(d) Expendable supplies

This covers purchase of expendable training materials (excluding items to be purchased under 'textbook' category) and stationery for the implementation of the training course.

It should not be used for the purchase of equipment such as copy machine or computer. If specific equipment is needed for the practices by the trainees and number of the available equipment is insufficient, it may be hired for the necessary period in the course using this budget.

- \* In view of the nature of this budget, the purchase should be normally made before the end of the course.

(e) Meeting expenses

This is to meet expenses only for an opening and a closing ceremony of the course. The maximum amount is 3,000 yen/person for the number of trainees plus 50 persons at maximum.

(f) G.I. printing

Expenses for printing and bookbinding of "General Information" and Certificates.

- \* It is suggested to use KEFRI's printing facilities for printing of GI and Course Report if the quality and cost are acceptable comparing with private printers. In this case, the actual cost (of course excluding labours) may be paid to KEFRI, although it is not very much preferable in view of self-sustained nature of TCTP.
- \* A few copies of GI and Course Report should be submitted to JICA office for their record and forwarding to JICA HQs.

(g) Textbook

Expenses for printing / bookbinding or purchase of textbooks and other training materials to be provided to the trainees. Honoraria for the writer is not included.

- \* Provision of "book allowance" to the trainees, which was requested by some participants in the 1st course, is not recommended unless purchase of relevant books by this allowance can be assured and confirmed.

**V-2-3. Other Expenses**

- a) Transportation expenses for distributing G.I. and other documents, and for communicating with the applicants/trainees and institutes concerned.
- b) Expenses for printing and bookbinding of Course Report (honoraria for the writer is not included)
- c) Others

The foregoing in section V-2 shows the extent of the financial contribution which JICA can offer. It is desired that the training institute should bear as much expenses as possible.

**V-3. Way of the Payment of Expenses**

The training institute is entrusted with management of the expenses for the course implementation in principle. However the JICA office, if management of the budget by the institute be judged inappropriate, may make payment directly to the trainees, the training institute, travel agents, etc. according to the items of the expenses.

In case any amount of the fund provided by JICA remains unspent, the training institute must reimburse the unspent amount to JICA in accordance with the instructions given by JICA.

#### V-4. Submission of a Statement of Expenditure

The training institute must submit a statement of expenditure to the JICA office within one month after completion of a course.

The institute must keep all the receipts and other documentary evidences necessary to certify the expenditures for ten (10) years and submit them when requested by JICA.

- \* An example of statement of expenditure of the 1st course is attached as Annex 13.
- \* Although the above JICA manual does not mention, the receipts and other documentary evidences are also requested to submit to JICA office together with the statement of expenditure. It is recommended to file these receipts and documents by each budget item classified in section V-2 for an easy reference. Some examples of filing of the receipts are attached as Annex 14.



平成7年度第三国集団研修継続案件実施計画調査表

国名 \_\_\_\_\_

案件名	(和文)	R/D上の協力期間 ( 年 月 日 ~ 年 月 日 )
	(英文)	
相手国実施機関	(和文)	
	(英文)	
管轄省庁	(和文)	
	(英文)	

実施国側計画 (案)		決定計画等 (日本側で記入)
計画内容 △変更箇所がめらぬ場合は空白に記入してください	前年度計画 (通報内容) との変更要望の有無 (有・無)	
	カリキュラム	
	参加資格要件	
	研修期間 _____年____月____日から _____年____月____日まで (____日間)	
	定員 周辺国 _____人 実施国 _____人 計 _____人	
	割当国	
その他		

日本側の協力内容	<table border="1"> <tr> <td>専門家派遣</td> <td>専門家派遣の必要 (有・無)</td> <td rowspan="3">専門家の指導分野 (具体的に)</td> <td>(派遣分野) (人数)</td> </tr> <tr> <td></td> <td>必要とする専門家の数 (人)</td> <td>(リクルート先)</td> </tr> <tr> <td></td> <td>必要とする派遣期間 (各 週間)</td> <td></td> </tr> </table>	専門家派遣	専門家派遣の必要 (有・無)	専門家の指導分野 (具体的に)	(派遣分野) (人数)		必要とする専門家の数 (人)	(リクルート先)		必要とする派遣期間 (各 週間)																																					
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実施国側負担内容	予算上の措置 ①実施機関の全年間予算額 _____米ドル      ③負担内訳 ②そのうち本件第三国研修に対する措置 _____米ドル
	提供施設・機材 _____ その他 (研修員に対する医療補助等) _____

大使館の意見	(本邦記入欄)		
JICA事務所の意見			

A 国名 ケニア 1996年度 第三国集団研修 継続案件 実務 海外研修者技術協力成果

案件名	和文 南部・東部アフリカ地域社会林業推進訓練コース	R/D有効年度	19 三 - 19 三
	英文 Regional Training Course on Social Forestry Promotion in Southern & Eastern Africa		三 三 三 三
指導国実施機関	和文 ケニア林業研究所		
	英文 Kenya Forestry Research Institute		
指導国所管官庁	和文 Ministry of Research, Technical Training & Technology		
	英文 研究技術訓練技術省		

E

言十	F 実務国側の計画 (案)	決定計画 (本邦記入欄)
四 G	前年度計画 (通報内容) との変更要旨 (有・無) ① 社会林業の現状・問題点 ② 社会林	
内 H	研修内容 (カリキュラム概要等) 業研究及び技術 ③ 普及手法 ④ ケーススタディと討論を	
容	柱とする。3週間程度を講義, 2週間程度を現地実習、視察とする。	
I	参加資格 大学又は短大卒業程度。林業, アグロフォレストリー, 天然資源管理	
J	研修期間 1996年10月 日 ( ) から1996年11月 日 ( ) まで 33 日間	
K	定員 周辺国 20 人 実施国 人 合計 20 人	
L	副当国名 (R/Dとの変更がある場合, その国名にアンダーライン) (予定) タンザニア, ウガンダ, マラウィ, ザンビア, シンバブエ ボツワナ, レソト, スワジランド, 南アフリカ, ナミビア 合計 10 か国	
M	その他 95年度前始予定の案件で, 調査団派遣及び R/D 調印は 95年度後半に存見込み。	filled by Japanese side

N

専門家派遣の必要性 (有・無)	P 指導科目名と具体的指導内容	Q 派遣時期・日数	R 人数	関係省庁	科目名 人数 人選元																																																									
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					第1次検討結果																																																									
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二算指撥	① 実施機関の全年間予算額 1,400万 US\$	② ②の内訳
	② 内、本件第三国集団研修の予算額 US\$	

Y

提供施設・器材・教材	研修施設, 宿泊施設 (有料)	その他 (研修員に対する医療補助等)
現地視察用バス, AV機器, コピー機		医療施設あり

六 個 の 意 見

(filled by Embassy)	(filled by Japanese Govt.)
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JICA 三 外 協 務 所 の 意 見

(filled by JICA)	公債   日付   No.   備考
	記入年月日   1995年 月 日

OPERATION PLAN (DRAFT) --- English Translation  
(Submitted in July 1995 for the 2nd Course)

- A. Name of Host Country: Kenya
- B. Name of the Course
- C. Host Institute
- D. Responsible Ministry
- E. Contents of the Plan \* If there is any change from the previous course, specify it and reasons of the change
- F. Draft Plan by the Host Country
- G. Change from the Previous Year's Plan (yes, no)
- H. Training Programme: The major contents are development and problems on SF, research and technology of SF, extension methods, case studies and discussions. 3-week in-house lectures and 2-week study tour.
- I. Qualifications: Bachelor or Diploma class. More than 5 years of working experience in forestry, agroforestry, natural resources management and other related fields. Under 45 years of age.
- J. Course Duration: October - November 1996 (33days)
- K. Number of Trainees: neighboring countries 20, host country , total 20
- L. Invited Countries: (Underline the country that is not listed in R/D)
- M. Others: Programme to start from fiscal 1995. JICA mission and R/D expected in 2nd half of fiscal 1995.
- N. Cooperation from Japanese Side
- O. Necessity of Dispatching Japanese Expert(s) (yes, no)
- P. Required technical field/ specialities of the expert
- Q. Timing and duration of the mission of expert
- R. Number of experts
- S. Training implementation cost provided by Japanese Side
- T. Invitation expenses: (item, amount of budget, basis of calculation, reference)  
air fare \$ 17600, transportation \$ 1200, per-diem \$ 15400, accommodation \$ 20400, insurance \$ 2000, sub-total \$ 56600
- U. Training expenses:  
honorarium \$ 3200, employment \$ 1500, transportation \$ 300, supplies \$3500, meeting \$ 3600, GI printing \$ 2000, textbook \$ 1000, others \$ 5000  
detail of "others" (communication \$ 4000, course report \$ 1000)  
sub-total \$ 20100, grand-total \$ 76700
- V. Change in unit price or number of trainees, etc.: (yes, no)  
-- If "yes", specify the details and reasons.
- W. Cost sharing by the host country
- X. Budgetary provision: 1. total annual budget of the implementing organisation  
2. budget for the third country training out of above
- Y. Provision of equipment, etc.:  
training facilities, accommodation (charged), bus, AV equipments, photocopiers, clinic



KENYA / JAPAN



# SOCIAL FORESTRY TRAINING PROJECT

P.O. BOX 20412, NAIROBI, KENYA, TEL: 0154-32891 / 2,32541,32009, FAX: 0154-32844, 32009

REF SFT/06.1.11.96/025

DATE 17th June 1996

Department of Water Affairs and Forestry,  
Forestry Branch,  
Private Bag X 313,  
0001 Pretoria,  
SOUTH AFRICA.

Appendix 3  
(G.I.)

Dear Sir/Madam,

## Regional Training Course for the Promotion of Social Forestry in Africa

I am pleased to send you information and application forms for the above-mentioned regional training course.

The training course is to be implemented by Kenya Forestry Research Institute (KEFRI) in cooperation with Japan International Cooperation Agency (JICA) from early October 1996. The course will benefit your institute/organization through manpower development and by increasing its capacity in promoting social forestry in your country. We also expect that the course will facilitate a regional collaboration in this technical field for the future.

It would be appreciated if suitable candidate(s) would be nominated from your institute/organization taking into account the required qualifications specified in the attached document, and the application should reach us before the deadline i.e. by 30th July 1996.

We are looking forward to seeing them at KEFRI in October this year.

Yours Sincerely,

P. K. A. Konuche,  
Acting Director,  
KEFRI

cc: Chief Adviser  
Mwendandu  
Shima

# REGIONAL TRAINING COURSE FOR THE PROMOTION OF SOCIAL FORESTRY IN AFRICA

## ADDITIONAL INFORMATION FOR THE APPLICATION

In addition to the application procedures mentioned in the attached General Information, please note the followings in sending the application form;

1. It is stated in para II-1-(1) of General Information that the applicants "to be nominated by their respective Governments", and to facilitate this official nomination the application form has "PART C" to be completed and signed by a responsible government official. However, due to the time constraint, the "PART C" does not have to be filled, unless it is required by your institute/organization or government, in order to avoid possible delay in submitting the application because of the procedure.
2. Although para II-2-(1) of General Information mentions that the application should be returned to KEFRI "through diplomatic channels", please send the application from your institute/organization directly to KEFRI due to the same reason as above.
3. The deadline of the application should be strictly kept. In this connection it is advised to use facsimile, DHL or other courier service rather than ordinary mail, if the delivery to KEFRI before the deadline is not certain.
4. Please write down on the application form the telephone and facsimile numbers of your office with country and area code for future communication.

\* Annex of GI is not attached  
here.

**GENERAL INFORMATION**  
**ON**  
**SECOND REGIONAL TRAINING COURSE**  
**FOR THE PROMOTION OF SOCIAL**  
**FORESTRY IN AFRICA**

OCTOBER - NOVEMBER, 1996



**KENYA FORESTRY RESEARCH INSTITUTE (KEFRI)**

IN CONJUNCTION WITH



**JAPAN INTERNATIONAL COOPERATION AGENCY**  
**(JICA)**

# REGIONAL TRAINING COURSE FOR THE PROMOTION OF SOCIAL FORESTRY IN AFRICA

## GENERAL INFORMATION

AND

## MODE OF APPLICATION

### I. COURSE OUTLINE

#### 1. Introduction

The Government of Republic of Kenya in conjunction with the Japan International Cooperation Agency (JICA) started a training programme entitled "Regional Training Course for the Promotion of Social Forestry in Africa". This will be a five-year training programme starting from fiscal year 1995/96 and is intended to cover participants from central, eastern and southern African regions. The first training course was mounted in February 1996 and conducted by Social Forestry Programme of Kenya Forestry Research Institute (KEFRI). We are now announcing the second course to be held in October-November 1996.

#### 2. Duration

The duration of each course will be approximately five (5) weeks and the course for fiscal year 1996/97 will be held from 7th October to 8th November 1996.

#### 3. Participants

The total number of participants to be invited will be twenty (20) at maximum from thirteen (13) countries in the central, eastern and southern Africa regions.

#### 4. Purpose

To promote social forestry in the African region, which contributes to forest conservation and mitigation of desertification, by providing the participants from African countries with an opportunity to improve their knowledge and techniques in the field of social forestry.

## 5. Objectives

At the end of the course, the participants are expected to have;

- (1) fully understood the concept of social forestry and its usefulness in enhancing forest conservation and mitigating desertification in the region,
- (2) developed their abilities in policy formulation to promote social forestry which enable the application of social forestry strategy to various local conditions of participating countries,
- (3) learnt effective measures to be taken to disseminate the practices and related techniques of the social forestry to farmers and other beneficiaries, and
- (4) re-developed their abilities to resolve problems in the promotion of social forestry by expanding their knowledge and techniques and by exchanging experiences among participants from other countries.

## 6. Course Programme

The course in fiscal year 1996/97 will consist of three-week in-house lectures and two-week study tours. The tentative course programme is attached as Annex I. The course will be conducted in English.

## 7. Venue

The training will be conducted at Social Forestry Training Centre of KEFRI Head quarters-Muguga Kenya.

## 8. Certificate

The participants who successfully complete the course will be awarded a certificate of participation by JICA/KEFRI.

## II. CONDITIONS FOR APPLICATION

### 1. Qualification of Applicants

The required qualification for the applicants are as follows;

- (1) to be nominated by their respective Governments,
- (2) to be presently engaged, and also expected to be engaged in forestry sector, as administrators, managers, trainers and senior extension officers, etc, in Governmental or Non-Governmental Organizations,



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### III. EXPENSES AND SERVICES TO BE PROVIDED BY JICA/KEFRI

1. Economy-class return air tickets to/from Nairobi to be issued through Prepaid Ticket Advice (PTA).
2. Stop-over allowance when necessary due to flight connection. This is refundable on arrival at KEFRI up to equivalent US\$ 80 per night at maximum in exchange for the hotel receipts. Note that expenses incurred by participants in their countries will not be reimbursed by JICA/KEFRI e.g. for travel and accommodation.
3. Accommodation in KEFRI HQs and other accommodations during the study tours.
4. Living allowance of approximately equivalent of \$20 per day payable in Ksh. for the duration of the course to cover daily personal expenses.
5. Medical insurance covering the period of stay in Kenya.
6. Resource persons, training facilities, equipments and materials.
7. Transportation for the study tours.
8. Other expenses in accordance with JICA's rules and regulations

### IV. OTHER INFORMATION

1. KEFRI HQs is located about 25 km North-West of Nairobi at an altitude of 2,073m above sea level. Average annual rainfall is 1,540mm with major rainy season in the months of April - June and minor rains October - November. Because of relatively high altitude the participants are advised to bring some warm clothing particularly for the night.
2. The participants are requested to arrive in Nairobi on the date to be designated by KEFRI after confirmation of acceptance mentioned in section II-2-(3) above. However the exact date of arrival will be confirmed by the PTA to be sent to the participants.
3. On arrival at Jomo Kenyatta International Airport in Nairobi, the participants are requested to comply with the following arrival procedures;
  - (1) When quarantine, immigration and customs clearance procedures have been completed, the participants will be met by a KEFRI official carrying a placard with the name of the training course and KEFRI.

- (2) Those who will be arriving on flights other than originally booked should inform KEFRI prior to their departure.
4. The participants are required to strictly observe the laws of Kenya.
5. The participants are required to strictly follow the course schedule.
6. Requests to extend the period of stay in Kenya cannot be accepted.
7. The participants are requested to follow the return trip schedule designated by JICA/KEFRI.
8. Dependants of the participants are not entitled to any provision of expenses and services mentioned above. The participants are advised therefore, not to bring any dependants.
9. For administrative purposes, the participants are requested to bring two (2) passport size photographs.
10. For further information or questions on the training course, please contact the course organizer mentioned below.

## V. CONTACT

1. Mailing Address

Social Forestry Department  
KEFRI  
Attention : Training Manager  
Re : Regional Training Course  
P.O. Box 20412  
Nairobi  
KENYA.

2. Fascimile

254-154-32009

OR

254-154-32844

Attention : Mr. R. Mwendandu/T. Shima

4. Telephone

254-154-32009 (Direct: Mr. Shima)

OR

254-154-32891/2/3 or 32541

Extension	422	(Mr. Mwendandu)
	416	(Mr. Makanji/Mwamburi/Ms. Chege)
	419	(Mr. Mukolwe)
	425	(Mr. Shima/Sato)

## List of Participants

No.	Name	Country	Sex	Age	Organization & Post	Practical Experience	Academic Background
1	Sethunya Siele	Botswana	F	34	Technical Officer, Forestry Division, Min. of Agriculture	14 years	Dip. Forestry
2	Hloniphani Matanire	Botswana	M	33	Technical Officer, Forestry Division, Min. of Agriculture	11	Dip. Forestry
3	Ronnie Mmolotsi	Botswana	M	28	Instructor, Botswana College of Agriculture	5	BSc. Forestry
4	Mersha Hiwot	Ethiopia	F	35	Lecturer, Wondo Genet College of Forestry	14	BSc. Forestry
5	Negussie Achalu	Ethiopia	M	30	Lecturer, Alemaya University of Agriculture	8	MSc. Forestry
6	Mesfin Anbesse	Ethiopia	M	39	Head, Managesha-Suba Forestry Training Centre	8	Dip. Forestry
7	Luke Malembo	Malawi	M	32	Research Officer, Forestry Research Institute	6	BSc. Agriculture
8	Bennet Mataya	Malawi	M	32	Lecturer, Malawi College of Forestry	8	BSc. Forestry
9	Susan Wiese	South Africa	F	23	Extension Officer, Dept. of Water Affairs and Forestry	2	Dip. Forestry
10	Joel Syphus	South Africa	M	40	Extension Forester, Dept of Water Affairs and Forestry	16	Dip. Forestry
11	Boniface Tsabedze	Swaziland	M	42	Senior Forester, Min. of Agriculture and Cooperatives	16	Dip. Forestry
12	Peter Nduka	Tanzania	M	42	Senior Assistant Forest Officer, Tanzania Forestry Research Institute	20	Dip. Forestry

No.	Name	Country	Sex	Age	Organization & Post	Practical Experience	Academic Background
13	Elice Maenda	Tanzania	F	26	Technical Officer, JICA Kilimanjaro Village Forestry Project	2 years	BSc. Forestry
14	Yafesi Wasereka	Uganda	M	37	Lecturer, Uganda Forestry College	13	BSc. Forestry.
15	Michael Opoi	Uganda	M	39	Lecturer, Bukalasa Agriculture College	13	BSc. Forestry
16	Gorette Nabanoga	Uganda	F	26	Assistant Lecturer, Makerere University	3	BSc. Forestry
17	Brown Phiri	Zambia	M	37	Senior Lecturer, Zambia Forestry College	14	BSc. Forestry.
18	Kaala Moombe	Zambia	M	30	Forestry Extension Officer, Forestry Dept.	8	Dip. Forestry
19	Chipo Mpofu	Zimbabwe	F	29	Natural Resource Officer, Dept. of Natural Resources	10	Dip. Forestry
20	Joyce Chikudze	Zimbabwe	F	32	Head, Social Forestry Dept., Zimbabwe College of Forestry	9	MSc. Forestry

KENYA FORESTRY RESEARCH INSTITUTE

Appendix 5

Telephone: 0154 / 32891 / 2  
32541 - 32887 - 32893 -  
32913 - 32946 / 7  
Telegrams: "KEFRI" Nairobi  
Fax : 0154 32844



P.O. Box 20412  
Nairobi  
Kenya

When replying please quote

Ref. No.....

..9th January, 1996.....19.....

and date

( sent to each participant )

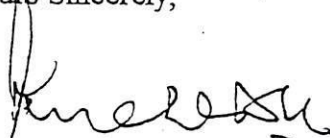
**Regional Training Course for the Promotion of Social Forestry in Africa**

I am pleased to invite you to the above-mentioned regional training course to be held at Kenya Forestry Research Institute (KEFRI) from 5th February to 8th March 1996. The course is jointly organised by KEFRI and Japan International Cooperation Agency (JICA). The outline of the course is as per "General Information" already sent to your organisation with the application forms.

The air-ticket is to be issued soon. You are requested to get visa for Kenya, depending on the requirement of each country, and also to prepare your country report. Please read carefully the attached information which describes arrangements and requirements to participate in the course.

We are looking forward to seeing you at KEFRI in February.

Yours Sincerely,

  
P.K.A. Konuche  
Acting Director  
Kenya Forestry Research Institute  
P.O.Box 20412  
Nairobi

cc: Director  
Chief Adviser  
Mwendandu  
Mukolwe  
Makanji  
Mwamburi  
Saito  
Miyagi  
Chege

## *Regional Training Course for the Promotion of Social Forestry in Africa*

### **- Travel arrangements and preparation -**

#### **1. Air -Ticket**

The economy class return air-tickets to/from Nairobi will be issued by JICA London Office through Prepaid Ticket Advice (PTA) at an airline office in your country. The flight will be designated by the JICA Office so that you can arrive at Nairobi on Sunday 4th February, or the prior day in case there is no appropriate flight on Sunday. Please confirm the flight booking when the ticket has been issued. If you do not receive the PTA ticket by 24th January, please let us know immediately by fax or phone. In case you receive the open tickets, please book appropriate flight by yourself to arrive at Nairobi on 4th February and also inform us of the arrival details by fax or phone.

You are requested not to change the flight schedule designated by JICA in principle, however, when you definitely need to change the flight due to unavoidable reasons, please let us know the change without delay.

Please note that considerable delay in the arrival after initiation of the course may not be accepted and such participants may be requested to return.

#### **2. Stop-over en route Nairobi**

Stop-over allowance (overnight allowance) will be provided only when direct flight is not available and transit in a same day is not possible. The maximum rate is equivalent to US\$ 80 per night. It will be reimbursed upon arrival at KEFRI in exchange for the valid hotel receipt. Please note, however, that other expenses for the stop-over e.g. taxi-fare and airport tax can not be covered by the allowance. Also the expenses incurred in your country before the departure e.g. for the transport or hotel cannot be reimbursed.

#### **3. Meeting at the airport**

You will be met by KEFRI staff at Jomo Kenyatta International Airport after immigration and customs clearance. The KEFRI staff will be carrying a placard with the name of the training course and KEFRI. If you cannot find the KEFRI staff at the airport, please take taxi to KEFRI, Muguga, which will be reimbursed later in exchange for the valid receipt.



4. **Allowances**

Per diem of equivalent US\$ 22 per day will be provided for the period of stay in Kenya, but not exceeding 35 days.

You are requested to stay in KEFRI dormitory while under training at KEFRI, and in hotels arranged by KEFRI during study tours. The accommodation fee for the above period will be covered by JICA/KEFRI.

5. **Medical insurance**

Medical insurance coverage will be given for the above period in Kenya to cover sickness or injury during the training course.

6. **Country Report**

The participants are requested to prepare a country report and submit it upon arrival at KEFRI. The country report should include the following topics of respective countries as far as possible;

- (1) General information on the present status of forestry and forest resources.
- (2) Current programmes, projects and activities to promote social forestry with particular reference to the ones in which your institute/organization is involved.
- (3) Training courses on social forestry and/or agroforestry available in your country, other than the ones mentioned in (2) above.
- (4) Constraints/problems hindering the promotion of social forestry in your country, and recommendations for the solution.
- (5) Areas of particular training needs.

The report should be typed in A4 paper with minimum of 3 pages but not more than 10 pages. Please attach a covering page with your name, country and organization.

7. **Others**

- (1) KEFRI HQs is located about 25 Km North-West of Nairobi at an altitude of 2,073 above sea level. Average annual rainfall is 1,540mm with major rainy season in the months of April-June and minor rains October - November. Because of relatively high altitude the participants are advised to bring some warm clothing particularly for the night.
- (2) The participants are required to strictly observe the laws of Kenya.

- (3) The participants are required to strictly follow the course schedule.
- (4) Requests to extend the period of stay in Kenya cannot be accepted.
- (5) The participants are requested to follow the return trip schedule designated by JICA/KEFRI.
- (6) Dependants of the participants are not entitled to any provision of expenses and services by JICA/KEFRI. The participants are advised, therefore, not to bring any dependants.

## 8. Contacts

For further enquiries or information, e.g. on the change of flight schedule, please contact the following persons;

- (1) Telephone

254-154-32009 (Direct: Mr. Shima)

OR

254-154-32891/2/3 or 32541 (KEFRI)

Extension:	422	(Mr. Mwendandu)
	416	(Mr. Makanji/Mwamburi/Ms. Chege)
	419	(Mr. Mukolwe)
	425	(Mr. Shima/Miyagi)

- (2) Facsimile

254-154-32009

OR

254 - 2 - 724878

OR

254-154-32844

(Attention : Mr. T. Shima)  
(Re : "Regional Training Course" )

(3) Mailing Address

Social Forestry Department  
KEFRI  
Attention : Training Manager  
Re : "Regional Training Course  
P. O. Box 20412  
Nairobi  
KENYA.

(4) Address for DHL or Other Courier Service

JICA Office  
Attention : Mr. T. Shima  
Re : Regional Training Course  
Utumishi Co-op House  
Mamulaka Road  
P.O. Box 55072  
Nairobi  
KENYA.

## Regional Training Course for the Promotion of Social Forestry in Africa

**ESTIMATE OF EXPENSES TO BE BORNE  
BY THE GOVERNMENT OF JAPAN FOR  
JAPANESE FY 1996**

(US\$)

ITEM	AMOUNT	BREAKDOWN
<b>I. INVITATION EXPENSES</b>		
1. Airfare (round trip)	16,000	@ 800 x 20 pers.
2. Stop-over allowance	800	@ 80 x 5 pers. x 2 days
3. Airport Tax	400	@ 20 x 20 pers.
4. Transportation (airport-KEFRI)	600	@ 30 x 20 pers.
5. Per-diem	15,400	@ 22 x 20 pers. x 35 days
6. Accommodation	20,400	@ 30 x 20 pers. x 34 nights
7. Medical Insurance	2,600	@ 130 x 20 pers.
<b>Sub-total</b>	<b>56,200</b>	
<b>II. TRAINING EXPENSES</b>		
1. Honoraria for external lecturers	1,200	@ 30 x 10 pers. x 4 hrs
2. Employment fee for secretary	600	@ 15 x 1 pers. x 40 days
3. Transportation	4,000	study tour (for 2 weeks)
4. Expendable supplies	5,000	stationery, paper etc.
5. Meeting expense	3,000	@ 30 x 50 pers. x 2
6. G.I. printing	2,000	@ 10 x 200 copies
7. Course report printing	2,000	@ 10 x 200 copies
8. Textbook procurement	1,000	@ 10 x 20 pers. x 5 books
9. Communication	1,600	DHL. FAX. TEL. MAIL
<b>Sub-total</b>	<b>20,400</b>	
<b>Grand total</b>	<b>76,600</b>	

*Regional Training Course  
for the Promotion of Social Forestry in Africa*

- TENTATIVE COURSE SCHEDULE FOR FISCAL 1996 -

Course Duration: Monday 7th October - Friday 8th November, 1996 (5 weeks)

Number of Invited Trainees: Twenty (20)

7th October:	Course opening
1st week:	Opening ceremony, orientation, introduction, country report, lectures
2nd week:	Study tour to Mombasa and coastal area
3rd week:	Lectures and practices
4th week:	Study tour to western and central Kenya
5th week:	Group discussions, report writing, evaluation, closing ceremony
8th November:	Course closing

COURSE REPORT ON THE THIRD COUNTRY  
TRAINING PROGRAM  
IN \_\_\_\_\_

# COURSE REPORT CONTENT

## A. IMPLEMENTATION REPORT

### 1. Administration

- 1) Course title
- 2) Duration
- 3) Date of distribution of G.I.
- 4) Number of applicants and selected applicants
- 5) List of participants

### 2. Course Conduct

- 1) Syllabus
- 2) Proportion of lecture, practice, study tour and others, and proportion born by local instructors and Japanese experts
- 3) Study tour
- 4) List of textbooks
- 5) List of lecturers (including Japanese experts) and their subjects
- 6) List of major equipment brought by Japanese expert(s)
- 7) List of major equipment used in the course
- 8) Others

## B. EVALUATION

1. Evaluation by participants (summary)
2. Evaluation by the implementing institute
3. Results of achievement test

## C. GENERAL COMMENT BY THE IMPLEMENTING INSTITUTE ON THE COURSE CONDUCT, INCLUDING THE DRAFT OF COURSE CONTENT FOR THE NEXT YEAR

1. General Comment
2. Course Content

# COURSE REPORT

## A. IMPLEMENTATION REPORT

### 1. Administration

1) Course title

2) Duration

3) Date of distribution of G.I.

4) Number of applicants and selected applicants

See Annex 1

5) List of participants

See Annex 2

### 2. Course Conduct

1) Syllabus



2) Proportion of lecture, practice, study tour and others, and proportion born by local instructors and Japanese experts

		Local Instructors	Japanese Experts	Joint Work
lecture	%	%	%	%
practice	%	%	%	%
study tour	%	%	%	%
others	%	%	%	%
	100 %	%	%	%

3) Study tour

Duration	Visiting Place
~	
~	
~	
~	



6) List of major equipment brought by Japanese experts

7) List of major equipment used in the course

8) Others

## B. EVALUATION

### I. Evaluation by participants (summary)

It is recommended to use the attached format - Questionnaire for final course evaluations which shall be filled up and submitted by participants at the end of the course. It is kindly requested to summarize, briefly the comments presented by participants with regards to the following major items:

(1) Objectives

(2) Curriculum

(3) Course conduct

(4) Administration and Management

(5) Training outcomes

2. Evaluation by the implementing institute

3. Results of achievement test

See Annex 4

C. GENERAL COMMENT BY THE IMPLEMENTING INSTITUTE ON THE COURSE  
CONDUCT, INCLUDING THE DRAFT OF COURSE CONTENT FOR THE NEXT YEAR

1. General Comment

2. Course Contents for the Next Year

See Annex 5





List of participants

No.	Name	Country	Sex	Age	Organization & Post	Practical Experience	Academic Background
						years	





Draft of Course Contents for the Next Year

Item		Remarks
1. Duration		
2. Invited Countries		
3. Number of Participants		
4. Qualification		

5. Curriculum		
6. Experts (Number, Field, Duration)		
7. Others		

NAME: \_\_\_\_\_

COUNTRY: \_\_\_\_\_

\_\_\_\_\_  
COURSE

QUESTIONNAIRE  
FOR  
FINAL COURSE EVALUATION

- I. OBJECTIVES
- II. CURRICULUM DESIGN
- III. COURSE CONDUCT
- IV. ADMINISTRATION AND MANAGEMENT
- V. TRAINING OUTCOMES

JAPAN INTERNATIONAL COOPERATION AGENCY  
(JICA)

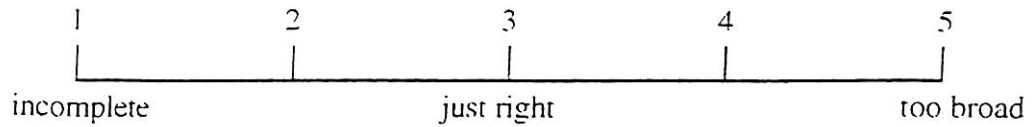




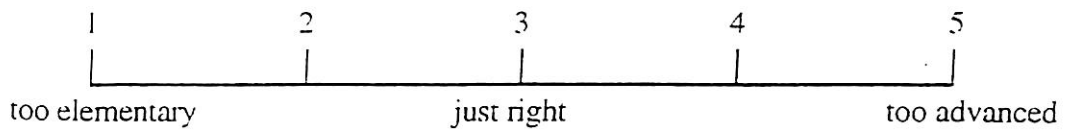
## II. CURRICULUM DESIGN

(1) Coverage, Level, Time Allocation, Intensity and Duration:

(a) Coverage of the subjects

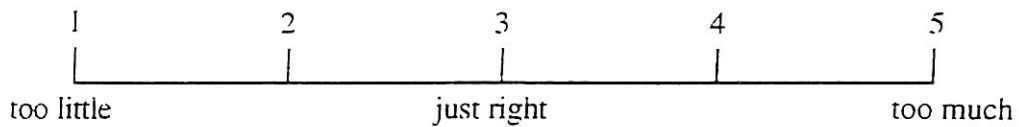


(b) Level

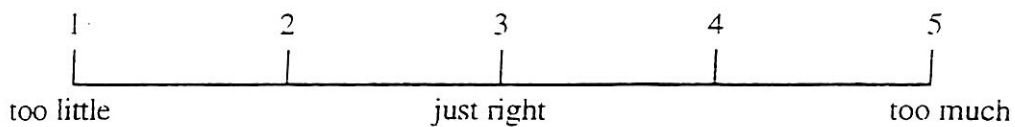


(c) Time allocation to:

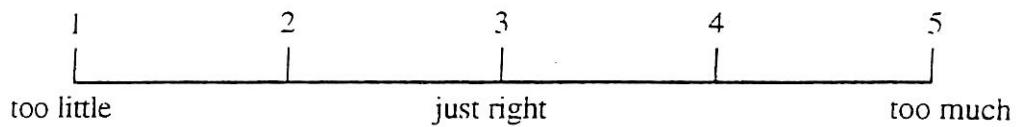
Lectures



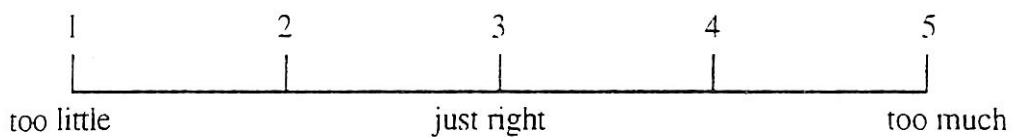
Discussions



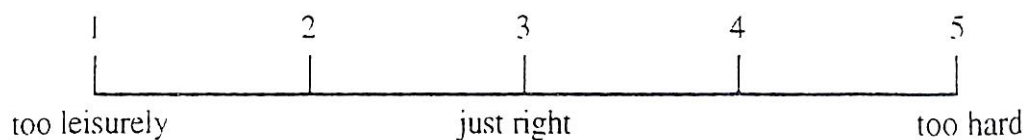
Exercises



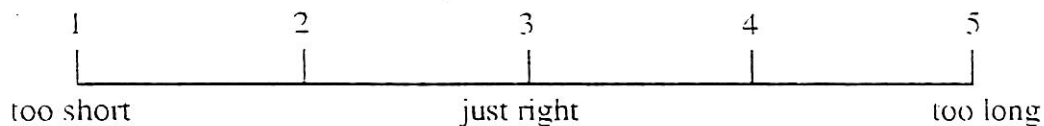
Observations



(d) Intensity



(e) Duration



\* Please comment, if you have any.

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(2) Programming of the Topics

Do you think that the topics were programmed systematically? If you do not, please give us your suggestion to improve the training much better.

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(3) The most or the least valuable topics

(a) What do you think are the two (2) most interesting and beneficial topics in the training program?

1)

2)

b) What do you think are the two (2) least interesting and beneficial topics in the training program?

1)

2)

Please comment, if you have any.

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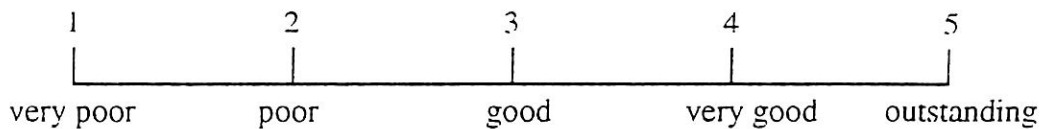
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### III. COURSE CONDUCT

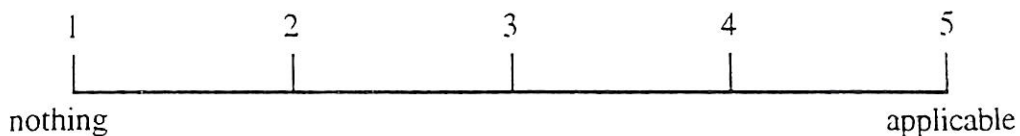
(1) Teaching Method

Evaluate the teaching method and application to your works of each topic or subject matter by the scale below. Please fill the checklist on next page with the number that approximate your opinion.

Scale (teaching method)



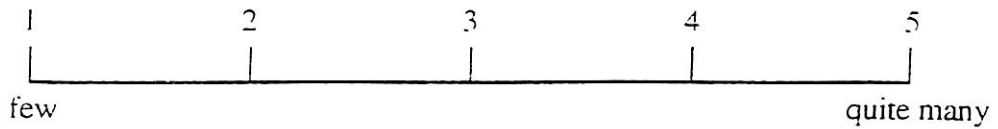
(application)





(2) Application of techniques and knowledge

Do you think that you will have chance to make good use of the techniques and knowledge you have attained in this Course in your country?



For the participants who marked degree 1 or 2 of the above items on TRAINING OUTCOMES

Please give us some comments.

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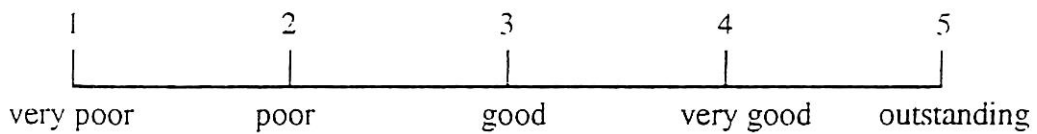
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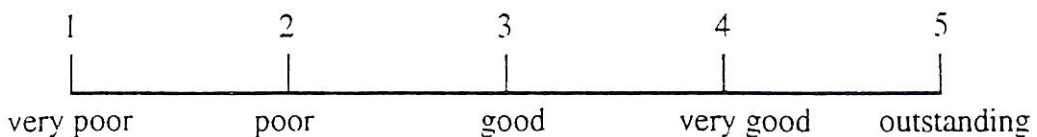
IV. ADMINISTRATION AND MANAGEMENT

How would you describe the general administration and management of the Course?

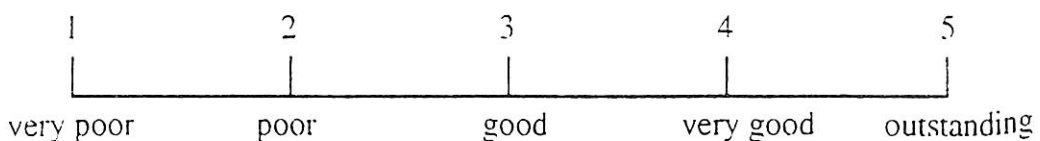
(a) Coordination for course conduct;



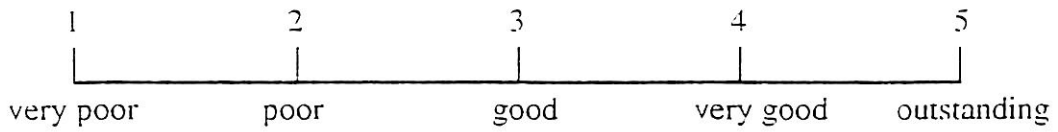
(b) Pre-course information (G.I., Briefing and Orientation)



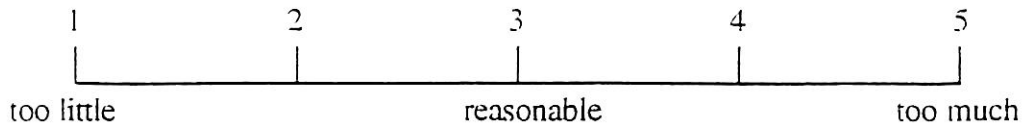
(c) Arrangements for observation trips



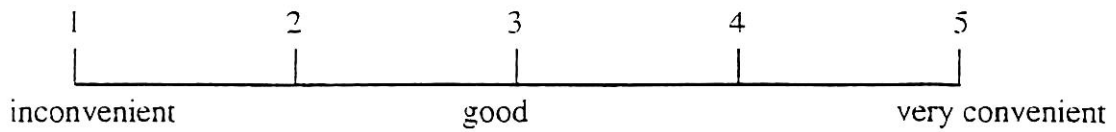
(d) Housing and food accommodations



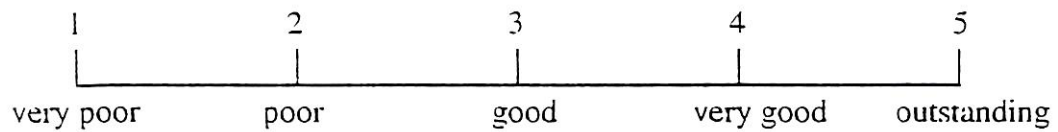
(e) Allowance



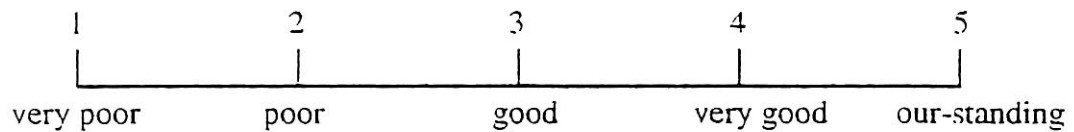
(f) Transportation



(g) Social program



(h) Communication among the Participants



Please comment, if you have any.

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KENYA / JAPAN

APPENDIX 10



## SOCIAL FORESTRY TRAINING PROJECT

P.O. BOX 20412, NAIROBI, KENYA, TELE: 0154-32891/2, 32541, FAX: 0154-32844

REF \_\_\_\_\_

DATE 31st January 1996

To: Mr. Yafesi M. Wasereka  
Uganda Forestry College  
P.O. Box 79,  
Luwero.

From: T. Shima *Shima*  
Social Forestry Training Project  
KEFRI/JICA  
Kenya

RE: Regional Training Course - Air Ticket

Regarding your letter of 25/1/96, we have been informed that JICA UK office issued your ticket through PTA as follows;

PTA No. 5004881990

3rd February, KQ415, Entebbe - Nairobi

10th March, KQ 410, Nairobi - Entebbe

Therefore please check with Kenya Airways in Lusaka with the above information.

As you did not inform us of your telephone and fax number, it was difficult for us to contact you. If you cannot get the ticket in time, please book other appropriate flight and inform us of the arrival details.

Looking forward to seeing you in KEFRI

Regards.



20th February 1996

Dear Sirs/ Madams,

**Request for Change of Flights**

The Japan International Cooperation Agency (JICA) is presently undertaking a regional training course at Kenya Forestry Research Institute (KEFRI) with 20 participants from African countries. The return tickets for the participants were issued by JICA UK Office through a travel agent in London under PTA.

As some of the participants would like to change their return flights as follows, I would appreciate it if your office would make necessary arrangements for changing the flights;

1) Nairobi - Entebbe

Miss G. Nabanoga (PTA No. 5004881988)  
Mr. M. Opoi (PTA No. 5004881989)  
Mr. Y. Wasereka (PTA No. 5004881990)

Present booking: KQ410, on Sunday 10th March  
Flight preferred: KQ414 or OU561, on Saturday 9th March

2) Nairobi - Johannesburg

Miss S. Wiese (PTA No. 5004882017)  
Mr. J. Syphus (PTA No. 5004882018)

Present booking: SA183, on Sunday 10th March  
Flight preferred: KQ464, on Saturday 9th March (via Mombasa)

3) Nairobi - Malawi

Mr. L. Malembo (PTA No. 5004881985)

Present booking: QM163 (Nairobi - Lilongwe), on Monday 11th March  
Flight preferred: Nairobi - DaresSalaam - Chileka (Malawi),  
on Saturday 9th March (Flight No. not specified)

Yours Sincerely,

T. Shima  
Training Leader, JICA/ KEFRI  
P.O.Box 50572 Nairobi Tel/ Fax 0154-32009

## Regional Training Course ARRIVAL DETAILS

DATE	TIME	FLIGHT	COUNTRY	NAME
<b>Friday 2 February</b>	12.45	KQ403	Ethiopia	Mrs. Mersha G. Hiwott Mr. Negussie N. Achalu Mr. Mesfin Anbesse
	14.00	KQ481	Tanzania  Malawi	Mr. Peter W. Nduka Mrs. Elice J. Maenda  Mr. Luke N.H. Malembo Mr. Bennet A.F Mataya
<b>Saturday 3 February</b>	18.45	KQ415	Uganda	Mr. Yafesi M. Wasereka Mr. Michael Opoi Miss Gorettie N. Nabonaga
	20.25	ZC306	Swaziland	Mr. Boniface K. Tsabedze
	21.30	KQ423	Zambia	Mr. Brown S. Phiri Mr. Kaala B. Moombe
	22.30	KQ465	Botswana	Miss Sethunya Siele Mr. Hlophani Matanire Mr. Ronnie M. Milotsi
			South Africa	Miss Susan Wiese Mr. Joel V. Syphus
<b>Sunday 4 February</b>	17.05	KQ441	Zimbabwe	Mrs. Chipso Mofu Mrs. Joyce C. Chikudze

## Regional Training Course

updated on 23/2/96

- for calculation of per-diem &amp; accommodation -

Country	Name	Arrival date (February)	Departure date(Mar.)	Number of Days	Number of Nights		
					KEFRI	Hotel	Total
Swaziland	Boniface Tsabedze	3rd	10th	36	28	8	36
Malawi	Luke Malembo	3rd	11th	37	29	8	37
	Bennet Mataya	3rd	11th	37	29	8	37
	Yafesi Wasereka	3rd	9th	35	27	8	35
Uganda	Michael Opoi	3rd	9th	35	27	8	35
	Gorettie Nabonaga	4th	9th	34	26	8	34
	Peter Nduka	3rd	10th	36	28	8	36
Tanzania	Elice Maenda	4th	9th	34	26	8	34
	Mersha Iiwott	2nd	10th	37	29	8	37
Ethiopia	Negussie Achalu	2nd	10th	37	29	8	37
	Mesfin Anbesse	2nd	10th	37	29	8	37
	Chipo Mpoftu	4th	10th	35	27	8	35
Zimbabwe	Joyce Chikudze	4th	10th	35	27	8	35

Botswana	Sethunya Siele	3rd	11th	37	29	8	37
	Hlophani Matanire	3rd	11th	37	29	8	37
	Ronnie Mmolotsi	3rd	11th	37	29	8	37
South Africa	Susan Wiese	3rd	9th	35	27	8	35
	Joel Syphus	3rd	9th	35	27	8	35
	Brown Phiri	3rd	9th	35	27	8	35
Zambia	Kaala Moombe	3rd	9th	35	27	8	35
Total				716	556	160	716

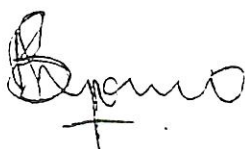
Note: date of arrival and departure is counted as half a day respectively for the calculation of per-diem.

**EXPENDITURE BALANCE TABLE**

Regional Training Course for The Promotion of Social Forestry in Africa

SECTION	ITEM	AMOUNT(Ksh)	
Invitation	Stop-Over	4,304	A
	Transport (from/to airport)	9,500	B
	Per-diem	844,880	C
	Accommodation	1,155,490	D
	Insurance	138,647.5	F
	Others	22,572	F
<b>INVITATION EXPENSES TOTAL</b>		<b>2,175,393.5</b>	
Training Expenses	Honoraria	44,340	G
	Employment	0	H
	Transport	209,790.05	I
	Expandable supplies	458,030.95	J
	Meeting	121,302.5	K
	Textbook	39,391	L
	Printing	50,000	M
	Communication	26,717	N
	Others	165,035	
<b>TRAINING EXPENSES TOTAL</b>		<b>1,114,606.5</b>	
<b>EXPENSES TOTAL</b>		<b>3,290,000</b>	

Dr. P.K.A. Konuche  
(Acting Director: KEFRI)



Mr. T. Shima  
(Accountant)



# Appendix 14

Third Country Training - Invitation Expenses

C-2  
No. I-4 -

## Receipt of "Per-diem"

( 2nd payment )

(Ksh. 1,180 / day)

No.	Name of Trainees	Number of Days	Amount Paid (Ksh.)	Signature
1	B. Tsabedze (Swaziland)	21	24,780	<i>[Signature]</i>
2	L. Malembo (Malawi)	22	25,960	<i>[Signature]</i>
3	B. Mataya (Malawi)	22	25,960	<i>[Signature]</i>
4	Y. Wasereka (Uganda)	20	23,600	<i>[Signature]</i>
5	M. Opoi (Uganda)	20	23,600	<i>[Signature]</i>
6	G. Nabanoga (Uganda)	19	22,420	<i>[Signature]</i>
7	P. Nduka (Tanzania)	21	24,780	<i>[Signature]</i>
8	E. Maenda (Tanzania)	19	22,420	<i>[Signature]</i>
9	M. Hiwot (Ethiopia)	22	25,960	<i>[Signature]</i> 27/02/96
10	N. Achalu (Ethiopia)	22	25,960	<i>[Signature]</i>
11	M. Anbesse (Ethiopia)	22	25,960	<i>[Signature]</i>
12	C. Mpofo (Zimbabwe)	20	23,600	<i>[Signature]</i>
13	J. Chikudze (Zimbabwe)	20	23,600	<i>[Signature]</i> Chikudze
14	S. Siele (Botswana)	22	25,960	<i>[Signature]</i>
15	H. Matanire (Botswana)	22	25,960	<i>[Signature]</i>
16	R. Mmolotsi (Botswana)	22	25,960	<i>[Signature]</i>
17	S. Wiese (South Africa)	20	23,600	<i>[Signature]</i> Wiese
18	J. Syphus (South Africa)	20	23,600	<i>[Signature]</i>
19	B. Phiri (Zambia)	20	23,600	<i>[Signature]</i>
20	K. Moombe (Zambia)	20	23,600	<i>[Signature]</i>
Total		416	490,880	✓

Date of Payment: 28/02/96

Certified by: (name) Richard Mwendawu (signature) *[Signature]*

G-10

Third Country Training - Training Expenses

No. II - 1 -

Receipt of "Honoraria for Lecturers"

Name of the Lecturer: F. Mbote

Signature: [Handwritten Signature]

Organization: Mo ALDM

Honorarium for lecture: Ksh. 2,000 / session (1-2 hours)  
Honorarium for field visit: Ksh. 800 / session

\*both including preparation of hand-out

Date	Subject	Sessions	Honoraria
26/2/96	SF Extension surveys & appraisal	1	2,000/=
Transport			
Total			2,000/=

Date of Payment: 26 2 196

Certified by: (name) T. SHIMA (signature) [Handwritten Signature]

Third Country Training - Training Expenses

No. II - <sup>3-4</sup>~~7~~ -

Receipts and Other Expenditure Documents (attach on this sheet)

3 of

CASH SALE

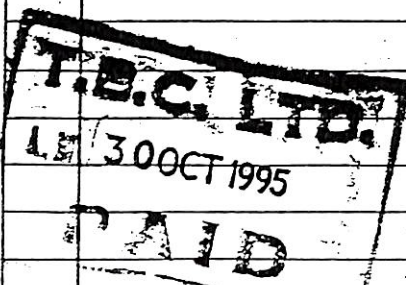
**TEXT BOOK CENTRE LIMITED**  
 KIJABE ST TEL: 330342/3/4/5  
 SARIT CENTRE BRANCH - WESTLANDS TEL: 47405/6  
 P.O. BOX 47540  
 NAIROBI



PIN NO: P000592387J

VAT NO: 24803

才三国际修 - GI 用 1-15 - 20/10/95

QTY	ITEM	@	VALUE
6	Pre-Embossed the	375	2250/-
			
2250/-			
E. & O. E.	No. TBC	776906	

PRICES INCLUSIVE OF VAT  
 WHEREVER APPLICABLE

Expenditure item: 1. honoraria 2. employment 3. transport 4. expendable supplies  
 5. meeting 6. textbook 7. printing 8. communication 9. others

Total amount: Ksh. 2,250/- Paid by Cash Cheque No. \_\_\_\_\_

Details of Expenditure: Stationary

Name of payee: Text Book Centre

Date of Payment: 30/10/95 reimbursed on 25/1/96

Certified by: (name) T. Shima (signature) Shima



