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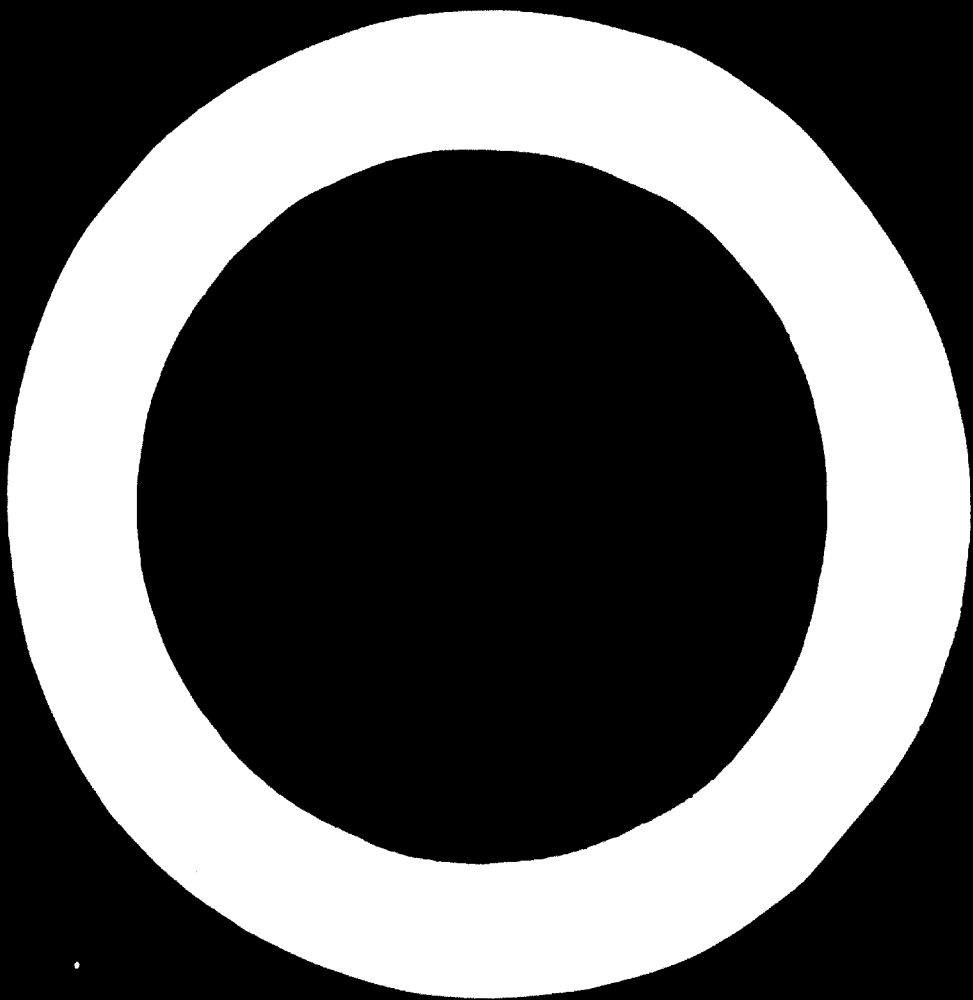
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**SELECTED TRAINING OPPORTUNITIES
FOR INDUSTRIAL DEVELOPMENT**

**QUELQUES POSSIBILITES DE FORMATION
EN VUE DU DEVELOPPEMENT INDUSTRIEL**

**OPORTUNIDADES DE CAPACITACION
PARA EL DESARROLLO INDUSTRIAL**



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INTRODUCTION

This compilation of industrial training opportunities for personnel from developing countries is the revised and enlarged edition of a document that first appeared in the autumn of 1972. The response of governments, organisations and other bodies concerned with training to a UNIDO questionnaire provided the material (some 300 entries) presented here.

It will be noted that there is a significant increase in the number of entries describing training facilities within developing countries. There are many advantages to training personnel in countries not too dissimilar from their own. Moreover, greater use of the facilities in the developing countries helps to avoid the difficulties of arranging suitable training courses in the more industrialised countries, where facilities are already over-strained.

The information given here is grouped according to industrial sectors and industrial functions. Entries that fall outside of these working classifications are listed separately, together with information on short (3-15 day) courses that might be of interest as components of longer and more comprehensive training programmes. The UNIDO in-plant group training programmes are also listed separately.

The training opportunities listed are suitable mainly for high-level technological, managerial and administrative staff (engineers or the equivalent and above) from the various industrial fields. With a few exceptions, courses that are part of the regular curriculum of universities or similar institutions are excluded.

Further details should be obtained direct from the organizations and institutions providing the courses; the address appears at the head of each entry.

Use of the training facilities is not necessarily limited to holders of United Nations fellowships; any person from a developing country, if he is suitably qualified, may apply. Applicants for United Nations fellowships, however, must be nominated by their governments, through UNDP (United Nations Development Programme) channels.

Information on training facilities in a wide range of subjects is also published by the secretariats of the regional economic commissions for Africa (ECA), Asia and the Far East (ECAFE) and Europe (ECE) and is obtainable on request from these bodies. It should be noted, however, that, in agreement with UNIDO, the publication "Selected training courses especially designed for developing countries" put out yearly by the ECE will no longer carry information on high-level training opportunities in industry.

It is hoped that the next edition of the present document will contain even more entries, in greater detail. A new questionnaire is being prepared which is expected to elicit more in-depth information regarding a wider range of training courses and programmes.

INTRODUCTION

Le présent répertoire des possibilités de formation industrielle offertes aux cadres de pays en voie de développement est la version révisée élargie d'un document publié pour la première fois à l'automne de 1972. Les renseignements présentés (groupés sous quelque 300 rubriques) ont été fournis par un certain nombre de gouvernements, d'organisations et d'institutions s'occupant de formation en réponse à un questionnaire de l'ONUDI.

On notera que le nombre des rubriques consacrées aux moyens de formation existant dans les pays en voie de développement a considérablement augmenté. Il y a en effet de nombreux avantages à assurer la formation des stagiaires dans des pays qui ne diffèrent pas trop de leur pays d'origine. Au surplus, en recourant davantage aux facilités dont disposent les pays en voie de développement, on évite les inconvénients que présente l'organisation de stages de formation appropriés dans des pays plus avancés, qui peuvent difficilement se charger de tâches supplémentaires en ce domaine.

Les renseignements sont classés suivant les secteurs d'industrie et les fonctions industrielles. Les informations qui tombent en dehors de cette classification ont été groupées à part avec les renseignements sur les stages de courts durée (de 3 à 15 jours) qui pourraient être utilement incorporés dans des programmes de formation plus longs et plus complets. Les programmes de formation en groupe dans l'entreprise organisés par l'ONUDI font également l'objet d'une rubrique distincte.

Les possibilités de formation énumérées sont destinées au premier chef aux cadres techniques et administratifs supérieurs (ingénieurs et assimilés et personnel de rang plus élevé) appartenant à divers secteurs industriels. A quelques exceptions près, les matières figurant ordinairement au programme des universités et établissements similaires ont été écartées.

Pour de plus amples renseignements, il faut s'adresser directement aux institutions et établissements qui organisent le stage considéré; leurs adresses figurent en tête de la rubrique les concernant.

L'usage des moyens de formation indiqués n'est pas réservé aux titulaires des bourses des Nations Unies; tout ressortissant d'un pays en voie de développement qui possède les qualifications requises peut demander à en bénéficier. Les candidats à ces bourses doivent cependant être désignés par leurs gouvernements et leurs dossiers soumis aux services du PNUD (Programme des Nations Unies pour le développement).

Les secrétariats des commissions économiques régionales pour l'Afrique (CEA), l'Asie et l'Extrême-Orient (CEFAO) et l'Europe (CEE) publient également des documents d'information sur les possibilités de formation en de nombreux domaines, documents qui peuvent être obtenus sur demande adressée à ces organismes. Il convient toutefois de signaler que, suite à un accord avec l'ONUDI, la publication annuelle de la CEA intitulée "Liste des cours sélectionnés conçus spécialement à l'intention des pays en voie de développement" ne contiendra plus de renseignements sur les possibilités de formation de niveau élevé dans l'industrie.

On pense que la prochaine édition du présent document contiendra davantage de rubriques et que celles-ci seront plus détaillées. L'ONUDI prépare actuellement un nouveau questionnaire qui devrait lui permettre de réunir une information plus vaste et plus fournie sur une large gamme de stages et de programmes de formation.

INTRODUCCION

La presente compilación de oportunidades de capacitación industrial para personal de países en desarrollo constituye la edición, revisada, y ampliada, de un documento aparecido por vez primera en el otoño de 1972. La información aquí presentada (unas 300 anotaciones) se basa en las respuestas a un cuestionario de la ONUDI dadas por diversos gobiernos, organizaciones y otras entidades que se ocupan de la labor de capacitación.

Se advertirá el considerable aumento del número de anotaciones en que se describen servicios de capacitación radicados en países en desarrollo. Por muchos conceptos, resulta ventajoso formar al personal en países que no difieran demasiado de los propios. Además, el recurrir en mayor medida a servicios radicados en los países en desarrollo, se obvian más fácilmente las dificultades que entraña la organización de cursos de capacitación adecuados en los países más industrializados, cuyos servicios están ya excesivamente recargados.

La información aquí facilitada se ha agrupado por sectores y por funciones industriales. Las anotaciones que no quedan comprendidas en estas clasificaciones —de índole puramente práctica— se reseñan aparte, juntamente con información referente a cursos cortos (de 4-10 días) que pudieran ofrecer interés como elementos componentes de programas de capacitación de mayor duración y alcance. También se reseñan por separado los programas de capacitación colectiva en el trabajo organizados por la ONUDI.

Las oportunidades de capacitación aquí compiladas resultan adecuadas, primordialmente, para personal técnico, directivo y administrativo de alto nivel (ingenieros, o su equivalente, y categorías superiores) de los diversos campos de la industria. Con algunas excepciones, no se han incluido cursos que formen parte de los planes de estudios ordinarios de las universidades e instituciones similares.

Los interesados en obtener más datos deberán pedirlos directamente a las organizaciones e instituciones que organizan los cursos respectivos, cuyas direcciones figuran al comienzo de la anotación correspondiente.

El empleo de los servicios de capacitación no queda necesariamente limitado a los becarios de las Naciones Unidas, pues toda persona que proceda de un país en desarrollo y reúna las calificaciones debidas puede solicitar la admisión en el curso correspondiente. Ahora bien, las candidaturas a becas de las Naciones Unidas han de ser presentadas por el respectivo gobierno, por conducto del PNUD (Programa de las Naciones Unidas para el Desarrollo).

También publican información sobre servicios de capacitación en un amplio espectro de materias —y la facilitan a quienes la soliciten— las secretarías de las Comisiones Económicas Regionales para África (CEPA), Asia y el Lejano Oriente (CEPALO), y Europa (CEPE). Esto no obstante, debe señalarse que, de acuerdo con la ONUDI, la CEPE ya no incluirá información sobre oportunidades de capacitación de alto nivel en la industria en su publicación anual Selected training courses specially designed for developing countries.

Es de esperar que la próxima edición del presente documento contenga un número aun mayor de anotaciones, y que éstas sean más detalladas. Se está preparando un nuevo cuestionario con el que se espera obtener más información substancial sobre una gama más amplia de cursos y programas de capacitación.

BUILDING MATERIALS INDUSTRIES

Course or Seminar	General description	Organizer; Venue	Duration	Qualifications; Language requirements	Last date for receipt of applications	Fee
Marble industry	Technology of materials. Marble working and different uses. Practical work in marble and stone quarries. Marble and stone application in the building industry.	National Professional Institute for the Marble Industry, Carrara, Italy	9 months commencing September	Students interested in acquiring the basic techniques of marble manufacturing. Italian. (Three months Italian tuition included in course).	July	To be arranged
White ceramics	Whiteware	National Industrial Standards Research Institute P.O. Box 17, Masan, Republic of Korea	To be arranged	B.Sc. English	-	To be arranged
Ceramics - heavy claysares and refractories technology	Course covers the requirements of trainees of mature age and overseas students who can only attend for a limited period. The broad outlines of manufacture, properties and uses of refractory and building materials are covered. Subjects include: Practical ceramics; Structural materials; Technical drawing; Heavy claysares; Ceramic science (theory, production and practical). The pilot plant, in which students spend a lot of time, is equipped with modern industrial equipment.	North Staffordshire Polytechnic, Stoke-on-Trent, North Staffordshire, United Kingdom	6 months commencing September to Easter	10+ levels or equivalent and an interest in Ceramics as a career. English	January	£250

CHEMICAL INDUSTRIES

Plastics technology - plastics testing	Development of the plastics industry; introduction to plastic materials and their structures; testing according to standards (DIN, ASTM); testing of industrial plastic articles (building elements); Polyuretan, PVC.	Chemisches Forschungsinstitut der Wirtschaft Oesterreichs, Viaduktgasse 55, Vienna 3, Austria	To be arranged commencing 1974 - date to be fixed	Degree in chemical engineering or managerial experience in plastics industry. English, French or German	-	To be arranged
Plastics technology	Plastics, mechanical technology; plastics, chemical technology; plastics, mechanical engineering; control engineering; plant laboratories; injection moulding; extrusion; compression moulding; computation engineering; testing and quality control; machining; forming; reinforced plastics; control techniques; compounding.	LKT - Laboratorium für Kunststofftechnik GFT - Gesellschaft zur Förderung der Kunststofftechnik Severingasse 9, Vienna 9, Austria	5-9 weeks commencing October	Degree in science and five years experience in plastics. English	April	To be arranged
Application des matières plastiques dans l'emballage et le conditionnement (y compris les tuyaux)	Les polymères utilisables dans le conditionnement et l'emballage; leurs diverses propriétés; chimiques, physiques et rhéologiques. Le conditionnement des produits chimiques; bidons, fûts et réservoirs. Le transport des eaux résiduaires. Le flaconnage alimentaire et industriel. Travaux de laboratoire. Visites d'usines et d'industries alimentaires. L'emballage alimentaire. Notions de toxicologie. L'étude de la migration des adjuvants (méthodes et analyses). Le transport de l'eau potable (contrôle de migration). L'élimination des déchets de l'emballage en matières plastiques (pollution de l'air et du sol - biodégradabilité).	Centre d'études des matières plastiques, 2 rue Armand-Stévant, Liège (Belgique)	6 mois à 1 an	Ingénieur chimiste, licencié en sciences pharmaceutiques. Français	-	À arranger

CHEMICAL INDUSTRIES (Cont'd)

Course or Seminar	General description	Organizer, Venue	Duration	Qualifications, Language requirements	Last date for receipt of applications	Fee
Plastics technology	The advanced training will be held as a consecutive training course at the "Süddeutsches Kunststoff-Zentrum" (Plastics Industry Promotion Centre), Würzburg. Ten months theoretical and practical instruction, including an industrial training period with firms in the fields of plastics manufacture and processing, as well as study visits to trade fairs and firms.	Carl Duisberg-Gesellschaft Hohanauffening 30-32 9 KEln 1, in co-operation with Plastics Industry Promotion Centre, Würzburg, Federal Republic of Germany	15 months (including 1 month orientation and 4 months language tuition) to be arranged	Professional qualification in plastics, metal or wood technology, German	-	To be arranged
Petroleum development	Petroleum geology; oil-well drilling; refinery practice; distribution, transport and marketing (including pipeline operation and control); organization and management.	National Iranian Oil Company (NIOC), Tehran, Iran	3 to 6 months, to be arranged	Degree in engineering English	-	To be arranged
Hydrocarbons	General: History and methodology of science. New techniques of production and inspections; cybernetics, automation, operative analyses, operational control. Technical aids in modern industry; mechanographic and electronic apparatus; mechanization of accounting. Italian and comparative law covering hydrocarbons and power. Health problems of the industry. Scientific and technical courses: Mathematics; Physics; Prospecting for and production of natural hydrocarbons; geological surveys and geochemical properties of hydrocarbons. Petrochemistry. Scientific and technical problems of the other traditional sources of power and of atomic power. Economic-administrative courses: Economics and economic policy of hydrocarbons and power; economic situation; industrial economy and policy; industrial distribution; relations with the personnel. Theoretical and applied accounting. Business management policy; management technique; production technique and organization of production and enterprise; marketing.	Scuola di Studi Superiori sugli Idrocarburi S. Donato Milanese, 20097 Milano, Italy	9 months commencing October	University degree Italian or English	1 August	To be arranged
Chemical analysis	Basic theory of chemical analysis; modern methods and equipment for chemical analysis; practice of chemical analysis of particular industrial material.	Indonesia Chemical Research Institute 5 Dr. H. Juanda, Bogor, in co-operation with Association for Exchange of Technical Scholarships, Tokyo, and Japanese chemical firms	3 months to be arranged	Chemists, research workers in laboratories, English	-	To be arranged
Chemical analysis	Basic theory of chemical analysis; modern methods and equipment for chemical analysis; practice of chemical analysis of particular industrial materials.	Association for Exchange of Technical Scholarships, Tokyo, in association with Japanese Chemical Companies 2-12-13 Hongkomagome, Bunkyo-ku, Tokyo, Japan and other cities	3 months to be arranged	Young engineers or research workers in a chemical industry or laboratory, English or Japanese	-	To be arranged
Industrie pétrolière	Technique concernant les gisements pétroliers; procédé d'extraction et de récupération secondaires; forage à différentes profondeurs et dans différentes conditions de gisement. Méthodes d'extraction du pétrole brut, sondes et forages (Direction générale du forage et de l'extraction). Analyse des matières en vue de la création de raffineries, examen des huiles et des produits dérivés, analyse du pétrole brut (Institut de recherches pour le raffinage du pétrole, Ploiesti). Raffinage complexe du pétrole brut, production de combustibles et de lubrifiants et de matières de base pour l'industrie pétrochimique (Direction générale du raffinage du pétrole). Aménagement des installations pétrolières.	Ministère du pétrole en collaboration avec divers instituts, notamment l'Institut de recherches de Ploiesti, Bucarest, Roumanis	Variable -	Expérience et formation d'ingénieur ou de technicien Français, éventuellement anglais, allemand ou russe	-	A discuter

CHEMICAL INDUSTRIES (Cont'd)

Course or Seminar	General description	Organizer; Venue	Duration	Qualifications; Language requirements	Last date for receipt of applications	Fees
Laboratoire chimiste	Physique, mathématiques, chimie, français, travaux pratiques de laboratoire.	Centre de recherches industrielles en Afrique centrale (CRIAC), Lumumbashi (Zaire)	5 mois d'études suivis de 2 mois de stage dans des laboratoires d'essais et de recherches du CRIAC. A partir de janvier	Fin de la 5ème année postprimaire scientifiques (1 an avant les humanités scientifiques). Français	Septembre	20 dollars E.U. par mois pour les non Zaïrois

ELECTRICAL AND ELECTRONIC INDUSTRIES

Applications des rayonnements et des techniques d'irradiation	Cette session a pour objet de faire connaître les réalisations françaises en matière de production et d'applications des radioéléments ainsi que de montrer l'utilisation des techniques d'irradiation appliquées à l'usage industriel.	ACTIN 64 rue Pierre Charron Paris 8 ^e France	1 mois à partir du 11 mars 1974	Ingenieur Français	-	-
Manufacture of heavy electrical equipment	Training can be given for fitting a trainee into any of three functions (manufacturing, designing or selling) of any of the following heavy electrical products: high voltage switchgear; power capacitors; large power transformers; industrial motors of the range of 2,000 kW; railway traction motors; and water turbines and hydro-electric generators.	Heavy Electricals (India) Ltd. Bhopal (M.P.) India	2 years commencing July	Degree in electrical or mechanical engineering. English	June	Rs 200 per month
Manufacture of heavy electrical equipment	Courses of short duration in any specific field of manufacture within the range of heavy electrical equipment manufacture.	Training Division, Heavy Electricals (India) Ltd., Bhopal (M.P.) India	Courses of short duration To be arranged	Degree or diploma in electrical or mechanical engineering. English	To be arranged	Rs 200 per month
Elettronica	Radioelectrónica, telefonía, equipo eléctrico	Istituto Elettrotecnico Nazionale G. Ferrari Turin, Italia	6 meses a partir del 10 de enero	Título universitario en ingeniería o física Italiano, español y francés	7 de enero	De 30.000 a 60.000 liras
Electronique	Radioelectronique; téléphonie; équipement électrique.	Istituto Elettrotecnico Nazionale G. Ferrari Turin (Italie)	6 mois à partir du 10 janvier	Diplôme universitaire d'ingénieur ou de physique Italien, espagnol et français	7 janvier	De 30 000 à 60 000 liras
Industrial application of radiation sources and nuclear equipment	Neutron generators in applied research; radio-isotope sources; inspection and analysis of radiations; shield design.	University of Rome, Rome, Italy	Variable (ad hoc courses) to be arranged	University degree English or French	-	To be arranged
Nuclear analysis and control methods in applied research	Nuclear physics; measurement techniques; dosimetry and radiation protection; non-destructive test methods; radioisotopes.	University of Rome, Rome, Italy	Variable (ad hoc courses) to be arranged	University degree English or French	-	To be arranged

ENGINEERING INDUSTRIES

Course or Seminar	General description	Organizer; Venue	Duration	Qualifications; Language requirements	Last date for receipt of applications	Fee
Machine tool operation, servicing and maintenance	Theoretical and practical training in the field of theoretical preparation for production, using machine tools equipped with plug-board control systems; training in their setting and operation.	DSO "ZMMN" 8 Illianeko Chaussee Sofia, Bulgaria	20 days commencing 1 June 1974	Degree in engineering, with practical experience in production English	30 March 1974	To be arranged
Curso superior de especialización en soldadura	Metallurgia de la soldadura. Soldabilidad. Procedimientos de los métodos operatorios de soldo (a gas, eléctrica, métodos especiales). Control y métodos de inspección de soldaduras (ensayos mecánicos, radiológicos, ultrasónicos, magnetoscópicos, etc.). Prácticas de los métodos operatorios de endoco.	Centro Nacional de Investigaciones Metalúrgicas CENIM Ciudad Universitaria Madrid 3, España	4 meses y medio comenzando en octubre	Título superior universitario ingenieros y arquitectos Lengua Español	-	A convenir
Railway workshop service	Organization of workshop service; economics of vehicle-maintenance; maintenance techniques; work-studies; work-organization; work flow; work-instruction; working time standard; work evaluation; operational plans (transport, work-flow, work-material, flow of material); planning procedures, electronic data processing; procurement of material; material requirements; production control; methods of production control in workshops; arrangement of labour techniques; connexion techniques; surface fusion welding; metal injection; partially automatic production procedures; painting techniques. Technical and economical supervision; plant installations; exchange of experience; damage and defect research; function tests; testing installations; work acceptance;	Carl Duisberg-Gesellschaft Hohenstaufenring 30-32 5 Köln 1, and Central Office for Employment Federal Republic of Germany	10 months (including 4 months language tuition) to be arranged	Qualified machine technician or electronics engineer. At least 3 years experience as superintendent. Total of 10 years experience. German	-	To be arranged
Rolling stock service	Development, trial run, construction and rapid repair work of waggons. Planning, construction and maintenance of machines and machine-like installations. Planning, construction and maintenance of railroads for electric-train transport. Development, trial run, construction, use and maintenance of internal combustion vehicles. Development, trial-run, construction, use and preventive maintenance of passenger-coaches. Central scheduling of trains.	Carl Duisberg-Gesellschaft Hohenstaufenring 30-32 5 Köln 1, and Central Office for Employment Federal Republic of Germany	12 months (including 4 months language tuition) to be arranged	Qualification as electronic or technical machine engineer and at least 3 years experience as superintendent. Total experience at least 10 years. Nomination by employer plus undertaking to re-employ. German	-	To be arranged

FOOD PROCESSING INDUSTRIES

Techniques du froid	Le froid (a) sous l'aspect biologique, (b) sous l'aspect thermodynamique. Visites des entrepôts principaux ou spécialisés. Problèmes divers: manutentions spéciales, commercialisation, assurances, etc.	Association belge du froid rue de Bréderode 29 1000 Bruxelles Belgique	2-4 semaines en juillet et août	Ingenieur civil ou licencié - en chimie agricole ou diplôme équivalent. Français, néerlandais, anglais	-	A discuter
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FOOD PROCESSING INDUSTRIES (Cont'd)

Course or Seminar	General description	Organizer; Venue	Duration	Qualifications; Language requirements	Last date for receipt of applications	Fee
Alta especialización en tecnología de alimentos	Fundamentos químicos y bioquímicos de la tecnología de alimentos. Ingeniería de los procesos de conservación de alimentos. Control analítico y de calidad en las industrias de alimentos. Control microbiológico e higiene en las industrias de alimentos. Tecnología específica de las conservas. Tecnología específica de alimentos deshidratados.	Instituto de Agroquímica y Tecnología de Alimentos Jaime Roig, 11, Valencia 10, España	9 meses Cada mes de octubre	Titulados superiores en Universidades (Secciones de Ciencias) o escuelas de ingeniería Español	15 de septiembre	5.000-8.000 ptas.
Tecnología de alimentos	El curso se basa en el estudio profundo de los fundamentos científicos de la tecnología de alimentos, de sus procesos industriales, de las técnicas de control de fabricación y de los problemas específicos de las principales industrias de alimentación.	Instituto de Agroquímica y Tecnología de Alimentos Jaime Roig, 11, Valencia 10, España	9 meses comenzando en octubre	Título superior expedido por una universidad o escuela técnica Español	30 septiembre	8.000 ptas.
Cursos de especialización en grasas	Características generales de las grasas. Análisis de las materias grasas. Extracción del aceite de oliva. Extracción de aceites de semillas y de orujo de aceitunas. Transformaciones de grasas comestibles y de grasas industriales.	Instituto de la Grasa y sus Derivados Avda. P. García Tejero 4 Sevilla, España	4 meses comenzando en noviembre	Estar en posesión de un título de doctor, ingeniero o licenciado Español	15 días antes del comienzo	16.000 ptas.
Industrie laitière	Etude des procédés les plus récents en matière de technologie laitière et du matériel de laiterie français.	ACTIM 64 rue Pierre Charron Paris 8 ^e (France)	2 mois à partir du 18 février 1974	Ingénieurs agronomes, chimistes, des industries agricoles et vétérinaires Français	-	Fr.F. 4 300
Technology of sugar and alcohol production	Anatomy and physiology of beet; agronomy of beet; experimental agriculture; agricultural chemistry; process control; fermentation; sugar chemistry; physico-chemical measurements in sugar factory; diffusion; depuration of sugar juices; boiling; industrial microbiology; sugar production technology; sugar refining; distillation; concentration and vapour economy.	Fondazione "Serafino Cerauco" University of Ferrara Via Scandiana 25 44100 Ferrara, Italy	1 year commencing 1 February	Degree in Chemistry English	31 December	It.L. 10,000
Meat industry technology and management	Slaughterhouse; sausage factory; canning factory; cutting department; central kitchen; transportation; technology, administration and management.	Kristianstad-Blekinge Slakteriförening Box 568 S 291 25 Kristianstad Sweden	To be arranged commencing any time during year	Professional qualification in food technology and some years of experience. English or German	-	Sw.Kr. 1,000 per month
Sugar beet technology	Any and all subjects relating to sugar beet technology.	Sugar Research Institute Etimeogut, Ankara, Turkey	To be arranged As convenient	Chemists, or Agricultural and Mechanical Engineers English, French, German or Turkish.	-	None
Industria de la pesca	Captura; industrialización; estudio de factibilidades de la empresa pesquera.	Centro de Productividad del Uruguay Sarandi 690 D 2 do Entrepiso Montevideo, Uruguay	40 horas. 20 sesiones de 2 horas. A fijar	Nivel técnicos Español	-	US\$110
Industria alimentaria	Procesamiento; frfo.	Centro de Productividad del Uruguay Sarandi 690 D 2 do Entrepiso Montevideo, Uruguay	50 horas. cada uno; 20 sesiones de 2 1/2 horas A fijar	Nivel técnicos Español	-	US\$150

GLASS AND OPTICAL INDUSTRIES

Course or Seminar	General description	Organizer; Venue	Duration	Qualifications; Language requirements	Start date for receipt of applications	Fee
Science et technique verrière	Cours généraux (minéralogie, physico-chimie, etc.); démonstration de laboratoires (fusion, viscosité, dilatation, etc.); visites d'usines et laboratoires; cours spécialisés (travail de verre chaud, de verre froid, trempé, etc.); calculs pratiques; séminaires.	Ecole supérieure de verre Charleroi, Belgique	3 mois à partir du 15 octobre	Ingenieurs, bacheliers licenciés en chimie ou fonction tant d'usines de verre ou qu'il y a destination. Français et également anglais.	15 octobre	10 000 Francs Belges
Tecnología cerámica y del vidrio	El curso se compone de cuatro asignaturas: teoría de los procesos cerámicos; tecnología de los procesos cerámicos; físico-química de silicatos; estado vítreo y tecnología del vidrio.	Instituto de Cerámica y Vidrio Carretera de Valencia Arganda del Rey Madrid, España	4 meses comenzando en enero de 1975	Título universitario superior o técnico medio español		20 000 Pesetas
Glass blowing	The training will consist of both theory and practical on-the-job training. The theoretical part covers: basic chemistry and physics, glass material, electricity, construction of glass instruments, modern techniques in glassblowing. The practical part starts from the beginning, leading to a level adequate for making, servicing and maintaining various glass instruments - comparable to diploma A in the Netherlands.	National Institute for Instrumentation (LBN Komplek 100 Jalan Sangkring Bandung, Indonesia	10 months commencing May 1974 May 1975	Graduate from high school or technical school. English or Indonesian.	15 April 1974	US\$1,000
Ophthalmic lens grinding, fitting and glazing	Theoretical and practical lens grinding; prism, diopter, prescriptions; fitting and glazing; general mathematics (algebra, trigonometry, geometry); vector analyses (composition and decomposition); geometrical optics; wave optics; high vacuum coating; anti-reflection system.	Organization for Small Scale Industries and Industrial Estates of Iran P.O. Box 3285, Tehran, Iran	3 months commencing March and September	Secondary school diploma and practical experience in optical field. English or Farsi	3 months advance	About US\$40
Optics	All branches of optical science	National Institute of Optics, Florence, Italy	6 months commencing November	High school graduate. Italian	October	2 000 000 Lire

LEATHER INDUSTRIES

Tecnología del cuero	Piel animal, aspectos biológicos, bioquímicos y fisicoquímicos. Colágeno. Defectos de la piel. Conservación de la piel. Procesos y operaciones de: (a) presurtición; (b) curtición; (c) post-curtición; (d) teñido; (e) terminación. Evaluación de materias primas, productos elaborados y semielaborados. Muestreo, análisis y ensayos. Control de calidad.	Centro de Investigación de Tecnología del Cuero (CITEC) Av. 52 entre 121 y 122 La Plata, Argentina	3 meses a partir del 12 abril de 1974 y de 1975	Intermedio; egresado de escuela técnica de curtimento y de egresado o institucion de quimica del nivel secundario Español	1 de febrero de 1974 y 1975	US\$400
Technologie de tannerie	Première phase d'une durée de 4 mois: (a) la technologie de tannerie; notions générales sur la fabrication des cuirs; cours spécial sur la fabrication des divers types de cuirs; (b) Les travaux de tannerie; tannage végétal; tannage des peaux à fourrures; tannage au chrome; tannage chromé et tannage mégis; (c) Initiation aux travaux de laboratoires d'analyse et de contrôle; (d) contrôle de la fabrication des cuirs. Deuxième phase, 4 semaines Etude détaillée et contrôle des fabrications choisies par le stagiaire.	L'Institut communal d'enseignement technique de chimie et de tannerie de la ville de Liège Liège (Belgique)	3 mois ou durée variable en fonction du niveau de formation des candidats. A partir de septembre	Ce programme recherche une formation essentiellement professionnelle pour des stagiaires de niveau moyen non spécialisés en chimie. N.B. Les autres programmes de durée variable peuvent être aménagés en fonction du niveau de formation des stagiaires et de la finalité à atteindre. Français	1 mois avant le début du stage	A arranger

LEATHER INDUSTRY (Cont'd)

Course or Seminar	General description	Organizer, Venue	Duration	Qualification, Language requirements	Last date for receipt of application	Fee
Leather technology	Training in the manufacture of variety of leathers; training in maintenance of tanning machinery; training of foreign personnel in the production of leathers; annual seminars on problems relating to leather and allied industries; refresher courses on drying and finishing of leathers.	Central Leather Research Institute, Adyar, Madras 600020, India	4 months to 1 year commencing any time during year	Sponsorship by Government industry, foreign governments, or United Nations agencies. Qualification in Leather Technology English	-	Rs 100 per month
Leather technology	Specialized training in one or another of the following: Flaying and curing of raw hides and skins; unhairing, stretching and all types of tannin for clothing, shoe uppers, etc.; finishing of leathers; dyeing and finishing of all types of leathers; tannery management, engineering, costing; analysis and testing; shoe technology.	College of Technology, St. George's Ave., Northampton United Kingdom	6-11 weeks commencing September	Diploma in Leather Technology English	August	To be arranged
Industria del calzado	Modelajes, aparados, armados, terminación, mantenimiento de máquinas.	Centro de Productividad del Uruguay Sarandi 690 D de, Entrepasó Montevideo, Uruguay	30-40 horas cada uno; 15 sesiones de 2 horas cada una a fijar	Nivel supervisor Español	-	US\$70
Industria del cuero	Curtidos, terminación.	Centro de Productividad del Uruguay Sarandi 690 D de, Entrepasó Montevideo, Uruguay	30-40 horas cada uno; 15 sesiones de 2 horas a fijar	Nivel supervisor y técnico Español	-	US\$100

METALLURGICAL INDUSTRIES

<p>1. <u>Laboratoire de métallurgie de l'Université de Gand, St. Sint-Franciscusstr., Gand. Sujets de recherche:</u> Fontes de moulage, alliages et modifications; analyses de moulage; alliages de moulage à haute limite d'élasticité; coquilles métalliques pour moulage des métaux ferreux.</p> <p>2. <u>Laboratoire de résistance des matériaux et de soudure de l'Université de Gand, St. Sint-Franciscusstr., Gand. Sujets de recherche:</u> Etude de la fiabilité des assemblages soudés; influence des défauts sur le comportement des joints soudés; soudure et conception de chaudières; chaudières soudées à pression et à haute température; étude du comportement des assemblages soudés.</p> <p>3. <u>Laboratoire de résistance des matériaux et de stabilité des constructions de l'Université de Liège, Institut du génie civil, 6 quai Sennep, Liège. Sujets de recherche:</u> Etude de la fatigue des assemblages soudés. Etude des nouveaux procédés de soudure métalliques; étude de la fatigue des assemblages soudés.</p> <p>4. <u>Laboratoire de mécanique de l'Université de Louvain, Avenue Croix-Baron, Sovering-l'Évêque. Sujets de recherche:</u> commande numérique des machines-outils; étude des conditions de travail en rectification; études des meules de rectification; étude des conditions de travail en rectification.</p>	<p>Centre de recherches scientifiques et techniques de l'industrie des fabrications métalliques Gand, Liège et Louvain Belgique</p>	<p>Variation</p>	<p>Ingenieurs mécaniciens; ingénieurs en constructions civiles; ingénieurs métallurgistes (problèmes de soudure); ingénieurs électroniques (commandes numériques pour machines-outils). Français, néerlandais, éventuellement anglais</p>	<p>-</p>	<p>A arrangeur</p>
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METALLURGICAL INDUSTRIES (Cont'd)

Course or Seminar	General description	Organizer; Venue	Duration	Qualifications; Language requirements	Last date for receipt of applications	Fees
Curso monográfico sobre el aluminio y sus aleaciones	Física y química del aluminio y sus aleaciones; fundición del aluminio y sus aleaciones; soldadura del aluminio y sus aleaciones; acabado superficial del aluminio.	Centro Nacional de Investigaciones Metalúrgicas CINIM Ciudad Universitaria Madrid 3 España	1 mes variable	Técnicos e industriales con experiencia o estudiantes universitarios Español	-	A convenir
Tool engineering	Introduction to tool engineering functions; preliminary investigation and analysis for production tooling; improved tool design - jigs and fixtures; improved tool design - gages; improved tool design - press tools; productivity and tooling.	Asian Productivity Organization. Aoyama Daiichi Mansions, 4-14, Akasaka 5-chome, Nineto-ku, Tokyo 107 Japan	6 weeks not yet fixed	Tool engineer or consultant in tool engineering with a university degree in mechanical engineering; 3 years experience in the field and 30-40 years of age. English	1 month in advance	US\$150- \$350

PULP AND PAPER INDUSTRIES

Pulp and paper technology	Wood chemistry and pulp and paper technology including research work in laboratory.	Norwegian Agency for International Development and the Pulp and Paper Institute, Trondheim, Norway	1 year commencing September	Science graduates preferably with some experience in paper industry. English	February	-
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TEXTILE INDUSTRIES

Textile	Métrologie des caractéristiques des fibres, fils et tissus; filature de coton et de laine; processus de tissage; procédé de tricotage; examen de l'évolution des études en cours dans les laboratoires de recherche textile (coton, laine, lin, fibres chimiques); aide technique aux moyennes et petites entreprises textiles; notions élémentaires des méthodes statistiques dans l'expérimentation textile; cycle de formation accélérée aux connaissances générales textiles pour non-spécialistes.	Centerbel à Bruxelles 24 rue Montoyer, Bruxelles 4 (Belgique)	Variable (3 à 11 mois) suivant les cas. De septembre à juin, pour les matières 1, 2, 3, 7 et 8; D'octobre à juin pour la matière 4; D'août à juin pour les matières 5 et 6	Pour les matières 1, 2, 3 et 4: au moins diplômé de 1 ^{er} enseignement secondaire supérieur ou assimilé; pour les matières 5, 6 et 7: au moins diplômé de 1 ^{re} assistance technique supérieure avec des connaissances de base des produits et procédés de fabrication de l'industrie textile. Français ou néerlandais	4 mois avant le début	A fixer selon les cas particuliers
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TEXTILE INDUSTRIES (Cont'd)

Course or Seminar	General description	Organizer, Venue	Duration	Qualifications: Language requirements	Last date for receipt of applications	Fee
Control y gestión de la calidad en las industrias textiles (Control and management of quality in the textile industries)	Control y gestión de la calidad de las primeras materias y del proceso de fabricación en hilatura, tejeduría, género de punto, tintura y acabados de toda clase de textiles y en las industrias de la curtición de pieles y cueros.	Instituto de Tecnología Química y Textil Patronato Juan de la Cierva Calle Jorge Girona Salgado Barcelona 17, España	3 meses comenzando en febrero 1975	Conocimientos a nivel de ingeniero técnico Español	-	no fijados aún
Textile Control and weaving	Textile: dyings, finishing and weaving	National Industrial Standards Research Institute, 199 Dong Soong Dong Chongro-Ku, Seoul, Republic of Korea	To be arranged	B.Sc. English	-	To be arranged
Textile industry	Practical Textile Mill Management at supervisory level. The curriculum includes: theory and practice of industrial organization and management; costing, maintenance, production control, quality control, production, trouble shooting, operative selection and training; theory and practice of textile manufacturing processes: cotton and synthetic spinning, weaving, knitting, dyings, finishing and printing; selection of training programme in consultation with principals; in-plant training; case studies. Excursion and visits to textile factories and textile machinery industry.	Royal Ten Kate Group in co-operation with the Textile Engineering College Enschede, The Netherlands P.O. Box 58, Almelo, The Netherlands	6 months to be arranged	Production managers and technical staff. Minimum secondary level schooling; 2 years experience in textile industry. Groups only - minimum 8, maximum 20 persons per group. English	4 months in advance	Guilders 120,000 per group
Quality control for cotton spinning	Quality control for cotton spinning, including test of yarn, measuring of count, chemical testing, control and testing of raw cotton, training on use of instruments used in testing laboratories, etc.	Union of Textile Industry Fardosse St. Damascus Syrian Arab Republic	6 weeks commencing 1 May 1974	Secondary school certificate and preparatory textile course Arabic	1 month before start of course	None
Textile	Spinning, weaving and preparation; knitting; dyings; printing; textile design; textile testing; millloom weaving; mechanical milk reeling.	Fibre Experimental Centre, Department of Industrial Production, Ministry of Industry, Bangkok, Thailand	Up to 6 months to be arranged	High school or technical school graduates English or Thai	6 months in advance	None
Textile industry	Spinning; weaving and preparation; knitting; dyings; printing; textile design; textile testing; millloom weaving; mechanical milk reeling.	Textile Industry Division, Department of Industrial Promotion, Ministry of Industry, Soi Klauy Nam Tai, Bangkok 11, Thailand	4 weeks to 2 years to be arranged	Technical school graduate English	-	-
Textile technology	Fibre preparation; spinning of yarn by wools, worsted or semi-worsted means; yarn preparation for manufacture of fabric; weaving; knitting (warp and weft); non-woven fabric production; finishing of fabrics; making up of fabrics; carpet manufacture.	International Wool Secretariat, Carlton Gardens, London, E1 United Kingdom - (Kilby) France - (Roubais) Netherlands - (Delft) Italy - (Vicenza) Japan - (Ichonoma) United States of America - Long Island	According to requirements commencing as required	Training and experience in any aspect of textile technology, especially in relation to staple fibres with exception of manufacture of synthetic fibres. English, French, German, Dutch, Italian, or Japanese	-	Dependent on number of trainees. Cost per head for five participants US\$1,560

TEXTILE INDUSTRIES (Cont'd)

Course or Seminar	General description	Organizer; Venue	Duration	Qualifications, Language requirements	Last date for receipt of applications	Fee
Technologie des textiles	Traitement préliminaire des fibres, filature de laine cardée, peignée ou semi-peignée, préparation des filés destinés à la fabrication d'étoffes, tissage, tricotage sur métier, chaîne et tricotage à mailles cueillies, fabrication d'étoffes non tissées. Finissage des étoffes. Confection. Fabrication de tapis.	Secrétariat international de la laine Carlton Gardens, Londres SW1 Royaume-Uni - Ilkley France - Roubaix Pays-Bas - Delft Italie - Biella Japon - Ichonoma Etats-Unis - Long Island	Suivant les besoins A la date fixée	Formation et expérience dans tous les domaines intéressant l'industrie textile, notamment dans celui des fibres coupées (filres synthétiques exclus). Anglais, français, allemand, néerlandais, japonais ou japonais.	-	Dépendant du nombre de participants. Coût par étudiant pour un groupe de vingt 1 000 dollars des Etats-Unis.
Industria textil	Peinaduría; hilandería; tejeduría; terminación.	Centro de Productividad del Uruguay Sarami 190 D C.A. República Montevideo, Uruguay	60-60 horas cada uno; 30 sesiones de 2 horas A fijar	Nivel supervisor Español	-	US\$100

WOOD PROCESSING INDUSTRIES

Base para el dimensionamiento de estructuras de madera	Propiedades mecánicas de la madera; análisis estadísticos; obtención de fatigas básicas; clasificación por resistencia; obtención de fatigas admisibles y de diseño; elemento de unión en la madera estructural; maderas laminadas; construcciones especiales.	Instituto Forestal Belgrado 11 Santiago de Chile Chile	74 horas pedagógicas comenzando en julio (variable)	Estudios universitarios o título profesional Español	-	A discutir
Diseño y construcción en madera	La madera como material de construcción; elementos de unión en las construcciones de madera; viviendas económicas de madera; elementos compuestos.	Instituto Forestal Belgrado 11 Santiago de Chile Chile	60 horas pedagógicas comenzando en julio (variable)	Estudios universitarios o título profesional	-	A discutir
Forestry and wood-using industries	Training centre organizes courses and seminars, or expert group meetings for the planning of other training programs, primarily to support Finnish international development-co-operation projects in forestry and forest industries. The Centre also participates in work to support educational institutions in this field in the developing countries.	Training Centre for International Development in Forestry and the Wood-using Industries National Board of Forestry P.O. Box 12233, Helsinki 12 Finland, and other countries	2 weeks to 1 year To be arranged	Specified separately for each activity English, Spanish or French	-	None
Timber structures and technology	Basic properties of timber; structural utilization of timber; structural theory and design in timber; manufacture of structural timber products and components; visits to research laboratories, factories and industries utilizing timber.	Imperial College, South Kensington, London SW7, United Kingdom	1 academic year commencing October	Degree in civil or mechanical engineering, or approved equivalent in timber technology, forestry or building. English	1 April	To be arranged

AUTOMATION AND ELECTRONIC DATA PROCESSING

Course or Seminar	General description	Organizer; Venue	Duration	Qualifications; Language requirements	Last date for receipt of applications	Fee
Informatique	<u>Cours théoriques</u> : Initiation à l'informatique; programmation COBOL; programmation FORTRAN; programmation PL 1; analyse et méthodes; programmation des ordinateurs IBM 160 en multi-papierage; utilisation des consoles de time-programming; utilisation des consoles de mention sharing. <u>Partie pratique</u> : Les cours dont mention ci-avant sont largement complétés par des exercices pratiques, adaptés aux desiderata des stagiaires et à la nature des fonctions qu'ils exercent dans leurs pays.	Centre d'informatique générale Rue des Colonies 35 Bruxelles (Belgique)	2 à 10 mois suivant la nature des objectifs poursuivis	Etre titulaire d'un diplôme du cycle supérieur de l'enseignement moyen (équivalent aux humanités ou baccalauréat). Français. Connaissance élémentaire de l'anglais technique exigée		Par A discuter
Informatique appliqué à la gestion	Notions d'informatique (analyse, matériels) illustrées d'exemples sur le site. Se propose d'aider les dirigeants d'entreprises et administrations à contrôler l'usage de l'informatique et à l'utiliser pour la prise de décisions.	ACTIN 64 rue Pierre Charron Paris 8 ^e France	6 semaines à partir du 6 mars 1974	Responsabilités dans l'entreprise ou l'administration. Connaissance étendue des méthodes modernes de gestion. Français (ou anglais parfait)	30 octobre 1973	A arranger
Information appliquée à l'industrie	Applications des ordinateurs dans la production: automatique (régulation, commande, optimisation); gestion de la production (planification, etc.); intégration des niveaux d'automatisation. Happels théoriques, études in situ, échanges d'expériences.	ACTIN 64 rue Pierre Charvon Paris 8 ^e France	6 semaines à partir d'octobre 1974	Ingénieurs, chefs de projets d'automatisation pour une entreprise ou un secteur industriel Français (ou anglais parfait)	fin mai 1974	A arranger
Installation des systèmes de traitement électronique des données	Principes généraux; éléments du système; techniques; systèmes; méthodes de l'efficacité.	Centre international de perfectionnement professionnel et technique Corso Unità d'Italia, 140 Turin (Italie)	12 semaines à convenir	Cadres moyens et spécialistes de l'administration travaillant dans des entreprises, des institutions ou des administrations de pays en voie de développement, qui s'occupent ou devront s'occuper de l'installation et de l'utilisation de systèmes administratifs fondés sur un ordinateur, avec au moins 3 ans d'expérience de travail ou d'étude des systèmes administratifs. Age: 21 à 40 ans. Français.	-	Bonifications sur demande
Automatización de las operaciones mecánicas para la utilización óptima de los recursos	Automatización de los procesos mecánicos; automatización de los procesos de fabricación; aspecto económico de la automatización; dirección; metodología de la formación.	Centro Internacional de Perfeccionamiento Profesional y Técnico Corso Unità d'Italia, 140 Turin, ITALIA	12 semanas por decidir	Personas ocupando un puesto relacionado con diseño, planificación o control de producción, perfeccionamiento técnico o supervisión de la fabricación de componentes, ingeniería de plantas, y mantenimiento, instalación, conversión o adaptación de máquinas y herramientas para la producción; con 3 años por lo menos de experiencia en la manufactura industrial, actividades de servicio técnico, o instituciones de formación profesional o técnica y calificaciones superiores en tecnología mecánica. Edad: 24 a 40 años. Español	-	Datos a petición

AUTOMATION AND ELECTRONIC DATA PROCESSING (Cont'd)

Course or Seminar	General description	Organizer; Venue	Duration	Qualifications; Language requirements	Last date for receipt of applications	Fee
Tecnología de los sistemas de control electrónico en la industria	Palmaria: adaptada a la enseñanza de la electrónica y a las condiciones de la formación en los países en vías de desarrollo, así como a las condiciones de trabajo de sus industrias. Tecnología: comprende las operaciones técnicas relativas a la concepción, instalación, funcionamiento, mantenimiento y sustitución de los equipos y sistemas con semi-conductores utilizados para controles automáticos en la industria. Técnicas de dirección y organización industrial: comprenden la dirección de equipos de trabajo (en el campo de la electrónica industrial), ejecución de proyectos y gestión de almacenes y equipo.	Centro Internacional de Perfeccionamiento Profesional y Técnico Corso Unità d'Italia, 140 Turin, ITALIA	12 semanas Por recibir	Instructores de control de formación profesional, profesores y maestros de enseñanza técnica, instructores de empresas, técnicos capacitados que operan o están llamados a ejercer una función de formación con 3 años de experiencia en una de las actividades anteriormente mencionadas. Idioma: italiano, Español	-	Por recibir
Automation of mechanical operations; optimal utilisation of resources	Engineering process automation; manufacturing process automation; economics of automation; management; training for automation.	International Centre for Advanced Technical and Vocational Training Corso Unità d'Italia, 140 Turin, ITALY	12 weeks to be arranged	Persons engaged in design, planning or control of production processes, technical improvement or supervision of component manufacture plant engineering and maintenance, installation, conversion or adaptation of machines and tools for production, with at least 3 years experience in industrial manufacturing, technical service activity or vocational or technical training institutions and a recognised qualification in advanced mechanical engineering subjects. Age: 25-40. English	-	To be discussed
Electronic data processing (EDP) systems installation	Concepts; elements; techniques; systems; measures of effectiveness.	International Centre for Advanced Technical and Vocational Training Corso Unità d'Italia, 140 Turin, ITALY	12 weeks to be arranged	Junior to middle-level executives or administrative specialists from enterprises, institutions or administrations in developing countries, holding posts concerned with or about to be concerned with installation and operation of computer-assisted administrative systems, with at least 3 years of experience in administrative operations or the study of administrative systems. Age: 25-40. English	-	To be arranged
Industrial electronic control systems technology	Training methodology as it can be applied to the teaching of industrial electronics in developing countries. Electronics in industry as it concerns the control of machines in situations where human intervention either is not fact enough, or cannot make measurements or perform operations with an acceptable accuracy, or where electronic components are more reliable than the traditional electro-mechanical elements. Management techniques as these will assist instructors (institutional and in-plant), supervisors and technical school teachers in their own supervisory practice and their own work and project completion.	International Centre for Advanced Technical and Vocational Training Corso Unità d'Italia, 140 Turin, ITALY	12 weeks to be arranged	Vocational training centre instructors, in-plant training instructors, technical school teachers or supervisors responsible for design and maintenance training in workshops or laboratories, vocational training centres, technical schools and institutions, with training duties in industrial electronics and at least 3 years experience in one of these posts. Age: 25-40. English	-	To be discussed
Electronic computer programming	Basic study of system designing; case study on function and utilization of computers; computer programming practice; debugging; other related operations.	Association for Overseas Technical Scholarship, Tokyo, in collaboration with Japanese computer manufacturers, Tokyo, Japan.	2-3 months to be arranged	Young University graduates specializing in Engineering, Mathematics or Economics. English or Japanese	-	To be arranged

AUTOMATION AND ELECTRONIC DATA PROCESSING: Cont'd

Course or Seminar	General description	Organizer, Venue	Duration	Qualifications, Language requirements	Last date for receipt of applications	Fee
Low cost automation	The scope and meaning of low cost automation; economic, social and management problems; LCA systems - design and application (mechanical; pneumatic; hydraulic; electrical; computer; and combination of above systems); components of LCA; logic design of circuits; application of LCA; laboratory exercises in design of LCA systems; how to introduce LCA, and its effects.	Asian Productivity Organization Aoyama Daiichi Mansions 4-14, Akasaka 6-chome Minato-ku, Tokyo 107 Japan and Philippines	6 weeks commencing mid-1975	Technical consultant/production engineer with university degree in engineering and 5 years experience in production 25-45 years of age. English	2 months in advance	US\$150-8350
Low cost automation	<u>Part I:</u> Introduction to the concept of automation in the context of modernization of small and medium industries and its relevance to management, plant organization, choice of technology, product improvement, etc. Lectures will be supplemented by assignment, etc. Lectures will be supplemented by assignment and demonstration of automation equipment and play and demonstration of automation equipment and films and slides illustrating case-studies. <u>Part II:</u> Will cover topics concerning technical and economic considerations in choice of systems, devices and equipment for automation, and evaluation, of low-cost automation techniques and applications. <u>Part III:</u> Emphasizes in pneumatic, hydraulic, electrical, electronic and fluidic covering both theoretical and practical aspects and supplemented by some practical exercises in automation laboratory.	Institute for Small-Scale Industries (IF-114) University of the Philippines, Quezon City Philippines	5 weeks commencing 1 April 1974 2 Sept. 1974 2 April 1975 1 Sept. 1975	Officials and executives with degree in some branch of engineering. English	1 month in advance	\$400
Computer management	Computer management: organization, administration and control of computer centres; principles of management; social and economic aspects of computing; Computer systems and programming; Information processing methods; Information systems analysis and design.	Institute of Computer Science, University of London, 42 Gordon Square, London WC1 United Kingdom	1 year commencing early October	Occupying a position of considerable responsibility and having a university degree in an appropriate discipline. English	31 May 1974	\$500

INDUSTRIAL INFORMATION AND DOCUMENTATION

Industrial information and documentation	Classification, abstracting, summarization and editing of documents; systems of manual and mechanical storage and retrieval; use of reprography and microfilming in industrial information; establishment of an enquiry service; SPI; data collecting on users of industrial information and information officers.	The Industrial Development Centre for Arab States (IUCAS) P.O. Box 1297 Cairo, Egypt	To be arranged commencing March 1974	University degree and experience in documentation and library practice. English	31 January 1974	-
Metodología para el uso de los elementos informativos	Manejo de la información en el campo de la tecnología.	Centro de Investigación Documentaria Carilla de Torres 150 Buenos Aires, Argentina	4 meses A discutir	Nivel universitario. Experiencia en documentación. Español	-	A discutir
Industrial information	Industrial information systems; IIR/I/CEM; industrial communication; operational research; industrial surveys; market surveys; project identification and evaluation.	Institute of Industrial Information, 20 Green Street, Bombay, India	Varied according to course To be arranged	University degree. English	-	To be arranged

Course or Seminar	General description	Organiser; Venue	Duration	Qualifications; Language requirements	Last date for receipt of applications	Fee
Industrial documentation	Introduction to documentation; acquisition and organisation of information materials; information handling; information storage and retrieval; reprography; standardization of documentation; literature searching; utilization of information services; organization and operation of documentation department in industry.	Korea Scientific and Technological Centre, 206-9, Cheongryangridong, Dongdaemun-ku, Seoul, Republic of Korea	5 days commencing May	English	-	US\$10
INDUSTRIAL PLANNING AND PROGRAMMING						
Conditions de création d'entreprises	Organisation générale de l'entreprise et des principaux départements; structures; (le calcul prévisionnel, le marché, coûts, prix de revient, projets); le modèle économique, structure, modèles particuliers (investissements, stocks, trésorerie); étude des potentiels (marché, matières, personnel, etc.); exploitation des modèles (par le décision de création, par l'exploitation (controller)).	Société de recherche opérationnelle et d'économie appliquée FORCA S.A., 542 Avenue Louise Bruxelles 6 (Belgique)	3 à 4 mois (plus éventuellement stage) A arranger	Grade correspondant à celui d'ingénieur civil ou commercial, licencié en sciences politiques, économiques ou financières; si possible une certaine expérience industrielle ou commerciale Français, éventuellement anglais	-	5 millions
Business economics	Economy of the enterprise; industrial economics; programming of the firm; sectoral planning; location of industrial activities; accounting; budgeting; organization of the firm.	ENI Scuola superiore "Enrico Mattei" 5, Donato Milanese 20097 Milan, Italy	3 months commencing 1 November	University Degree English	31 May	None
Project formulation and evaluation	Projects, sectoral and overall plans; formulation, studies and data required; feasibility - economic and engineering, financial viability and profitability; evaluation - cost benefit analysis, various approaches; implementation - the importance of network analysis; basic techniques.	The Arab Institute of Economic and Social Planning, P.O. Box 5844, Kuwait	8 weeks To be arranged	Engineers, economists, accountants from Arab countries in public enterprises or government planning agencies or departments engaged, or to be engaged, in project formulation and evaluation. Arabic	-	None
Industrialization	The international summer course will give a general introduction to industrialization as an element of economic development. Development with emphasis on industrialization; food industry development; the need for statistics; standardisation and quality control; regional industrial development problems; infra-structural development as a prerequisite for industrialization; problems of transfer of technology; patterns of industrial development, agriculture and industry as partners; capital formation and the role of banks in industrial development, etc.	Netherlands Universities Foundation for International Co-operation (NUFFIC), Molenstraat 27 The Hague, the Netherlands	6 weeks commencing mid-July	University degree or extensive practical experience English	3 months in advance	Guilders 2,000 (includes board and lodging)

INDUSTRIAL PLANNING AND PROGRAMMING (Cont'd)

Course or Seminar	General description	Organizer: Venue	Duration	Qualifications: Language requirements	Last date for receipt of applications	Fee
Regional industrial development	The course is aimed at diminishing the shortage of qualified executives in the field of regional industrial development by providing theoretical and practical training in programmes of regional industrialization in the Netherlands. The principal subjects covered include: industrial development; regional industrialization; industrial projects; industrial promotion.	Research Institute for Management Science (RIMS), P.O. Box 143 Delft, the Netherlands	4½ months commencing 15 January 1974 - 9 July 1974	B.Sc. or M.Sc and experience in industrial management English	2 months in advance	Guilders 4,700
Regional industrial development	Introductory economic analysis (macroeconomics and macroeconomics); regional development; statistics; the development of an industrial enterprise; interdisciplinary and related institutional topics which include management, sociology and entrepreneurship. The RIDE course includes fieldwork in a region, province, municipality, organization or agency actively engaged in regional development. Fieldwork assignments may cover any of the following categories: identification of feasible industrial projects in a region; comprehensive economic survey; preparation of local development plans.	Institute for Small-Scale Industries (IP-TSSI) University of the Philippines Quezon City Philippines	25 weeks commencing May	University degree Executive responsibility English	31 March	US\$800
Directing international operations	Strategies and policies of governments and private sector companies; and relationships between them; the role of international agencies; multinational corporations and their operations; cross-cultural relationships; managerial and organization development; supporting studies on the environment and the international markets.	Henley Administrative Staff College Greenlands, Henley-on-Thames, Oxon RG9 3AU, United Kingdom	4½ weeks commencing 22 April 1974 - 7 October 1974	Senior managers from industry, commerce, public corporations and the public services, who are concerned with international operations at headquarter or postings abroad, at a level where they are contributing to policy-making English	2 months in advance	£700 plus VAT
Industrial projects	The nature of project planning; project identification and preparation; principles of project appraisal; economic appraisal; finance and aid; implementation and control; industrialization and international considerations; review.	University of Bradford Bradford, Yorkshire United Kingdom	12 weeks commencing 4 February 1974	University degree. Direct concern with planning, design, evaluation and implementation of development projects English	Dec. 1973	\$650
Servicios en la industria	Agua; combustibles; energía y su economía en la industria.	Centro de Productividad del Uruguay, Sarandí 690 D 2 do. Entrépisso, Montevideo, Uruguay	30 horas; A fijar	Nivel supervisores Español	-	US\$200

INVESTMENT PROMOTION

Course or Seminar	General description	Organizer; Venue	Duration	Qualifications; Language requirements	Last date for receipt of applications	Fee
Investment promotion	Study of strategies and instruments in the process of promoting investment in developing countries. Emphasis is on promotion in investments in specific areas, uses of natural resources and development of export capacity.	Ministry of Trade and Industry Jerusalem, Israel	1½ months commencing January 1975	Two years experience in a government industry or in an investment bank or correlate English	-	To be arranged
Project feasibility	<u>Stage I:</u> Issues on economic development; capital project and development; sector analysis and project identification; investment and generation of employment; sociological aspects of unemployment; technical feasibility; discounted cash flow; financial analysis; marketing analysis; B/C analysis and its limitations; economic evaluation; institutional aspect; network analysis and other techniques of project management; case illustrations; the role of the Asian Development Bank. <u>Stage II:</u> Case studies in groups and observational visits-cum-discussions.	Asian Productivity Organization, in association with the Asian Development Bank, Manila, Philippines and Aoyama Daiichi Mansions, 4-14, Akasaka 8-chome, Minato-ku, Tokyo 107, Japan	7 weeks commencing January 1975	Currently engaged in preparing and/or assessing feasibility of development projects; possessing university degree or equivalent; 3 years experience in the appropriate fields; between 27 and 45 years of age. English	2 months in advance	US\$100-\$200

MAINTENANCE AND REPAIR

Preventative maintenance	Preventive maintenance; lubrication and its importance; ratio delay technique for maintenance; measuring of maintenance efficiency; work measurement technique for maintenance work; multiple activity chart; coding and stores keeping; case study (replacement of spare parts); a successful maintenance programme in some companies; statistics for maintenance work; scientific side in preventative maintenance; questionnaire.	The Industrial Development Centre for Arab States (IDCAS), P.O.B. 1297 Cairo Egypt	6 weeks (lectures and practical work) to be arranged	Maintenance engineers with at least 3 years experience. Arabic	-	-
Corrosion	Lutte contre la corrosion dans l'industrie de la construction; méthodes électrochimiques d'étude et de contrôle en corrosion. Les enseignements porteraient sur tout ou partie des quatre objets ci-après: cours - leçons sur la corrosion électrochimique, basées sur les rapports techniques CEBELCOR RT 30, 49, 57, 86 et 91; travaux en laboratoires - expériences de cours, basées sur le rapport technique CEBELCOR RT 9; recherches en laboratoires - recherches effectuées dans le cadre du programme de la Commission des études fondamentales et applications, CEFA, exposé dans le rapport technique CEBELCOR RT 159; études de problèmes techniques de corrosion - réalisées par le service technique du CEBELCOR. Les cours et travaux auraient le caractère d'un enseignement postgradué.	Centre belge d'étude de la corrosion (CEBELCOR) Avenue Paul Héger, Grille 7 Bruxelles 5 (Belgique)	3 mois minimum Toute l'année (seul juillet-août)	Ingénieurs, chimistes et techniciens de haute qualification, ayant déjà une bonne connaissance des éléments des matières à étudier Français, anglais	Un préavis de deux mois est souhaité	A fixer suivant les cas
Lutte contre la corrosion	Etudes des techniques de pointe pour la lutte contre la corrosion.	ACTIM 64 rue Pierre Charron Paris 8e (France)	1 mois 1 mars 1974	Ingénieur sidérurgiste ou chimiste Français	30 novembre 1973	-

MAINTENANCE AND REPAIR (Cont'd)

Course or Seminar	General description	Organizer; Venue	Duration	Qualifications; Language requirements	Last date for receipt of applications	Fee
Producción industrial	Mantenimiento de talleres y plantas industriales; control de calidad.	Centro Cooperativo Técnico Industrial Tegucigalpa, D.C., Honduras	2 semanas	Ingenieros Español	1 julio	A discutir
Maintenance and repair of electronic/electrical instruments and measuring equipment	The programme will be divided into both a theoretical and a practical part. The theoretical training will emphasize the questions of logical fault tracing; the practical training will introduce fault tracing routines and the participants will be trained in the practical application of measuring appliances. The practical training will be carried out in laboratory and workshop in the field of electronic/electrical instruments and measuring instruments. The practical training programme will cover the following fields: fault tracing, measurement on faultless and malfunctioning instruments, repair and calibration.	National Institute for Instrumentation (L.I.N.) Kompleks L.I.P.I. Jalan Sangkuriang, Bandung, Indonesia	12 month-commencing: 1 May 1974 1 May 1975	Technical high school graduates with at least one year of experience in subject, English or Indonesian	31 December 1973 31 December 1974	US\$1,500
Corrosion	Thermodynamics and kinetics; material science; electrochemistry; corrosion in industrial plants; corrosion protection.	Corrosion Study Centre University of Ferrara Via Scandiana 25 44100 Ferrara, Italy	2 years commencing February	University degree in engineering, chemistry or physics. Italian	30 November	It.L. 60,000
Maintenance management	General principles; machinery maintenance; maintenance of service plant; electrical maintenance; building maintenance; vehicle maintenance; management techniques.	International Centre for Advanced Technical and Vocational Training corso Unità d'Italia, 14C Turin, Italy	12 weeks to be arranged	Senior-level engineering executives responsible for plant maintenance in medium to large-sized enterprises in developing countries or consultants or factory inspectors of similar rank and specialisation, with at least 5 years management or engineering executive experience and a university education or adequate experience. Age: 30-45. English.		
Maintenance technology	Mechanisms; investigation and repair techniques; inspection techniques; maintenance applications; salvage techniques; advanced technology; personal development; transmission of knowledge.	International Centre for Advanced Technical and Vocational Training corso Unità d'Italia, 14C Turin, Italy	12 weeks to be arranged	Persons with a recognised qualification in advanced mechanical engineering subjects and at least 3 years experience in industrial manufacturing, technical service activity or vocational or technical training institutions. Age: 25-40. English		
Preventive maintenance	Scope of maintenance management; importance and benefits of preventive maintenance; organization and management of a preventive maintenance department; training and development of maintenance technicians; in-plant study on inspection and maintenance of equipment; maintenance for safety; maintenance vs. renewal.	Asian Productivity Organization Aoyama Daiichi Mansions 4-14, Akasaka 8-chome, Minato-ku, Tokyo 107, Japan	6 weeks commencing third quarter 1974	Technical consultant or maintenance engineer with university degree or equivalent; 5 years experience in production/maintenance; between 25 and 40 years of age; English	2 months in advance	US\$150-8350

MAINTENANCE AND REPAIR (Cont'd)

Course or Seminar	General description	Organizer; Venue	Duration	Qualifications; Language requirements	Last date for receipt of applications	Fee
Automobile maintenance	Structural study of the automobile; repair and maintenance (theory and practice); inventory control of spare parts (theory and practice).	Association for Overseas Technical Scholarship, Tokyo, in co-operation with Japanese automobile manufacturers 2-12-13 Hongkomagome, Bunkyo-ku, Tokyo Yokohama or Nagoya, Japan	4 months to be arranged	Engineers or foremen in automobile service shops.	-	To be arranged

MANAGEMENT AND INDUSTRIAL ADMINISTRATION

Production and planning control	Production planning and control; relation between production and planning; relation between sales and planning; relation between purchasing and planning; relation between costing and planning; material control; work study (for production planning); tools, drawings and coding system; principles of production planning and control; process planning and routing; scheduling and machine loading; case study in scheduling; recent (up-to-date) planning techniques; dispatching and control; paper flow; system analysis; economic production size; economic purchasing lot size; modern tools used in planning; the place of production planning department in the organization of an enterprise; questionnaire and course test; factory visits.	The Industrial Development Centre for Arab States (IDCAS), P.O.B. 1397 Cairo, Egypt	6 weeks (including 4 weeks of practical application) to be arranged	Graduated with 3 years experience in production planning and control. Arabic	-	-
Work study	Productivity and how to increase it; introduction to work study; method study, steps (select and record); case study; method study, steps (analysis-develop); principles of motion economy (and films); two hand, chart; work conditions; multiple activity chart; case studies; plant lay-out and materials handling; introduction to work measurement; work measurement techniques; break down cycles into elements; synchronisation; break down cycles to several elements; rating; putting standard times; ratio delay method; quality control; cost accounting; marketing; material control; preventive maintenance; production planning and control; simplification and standardisation; coding; industrial safety; value analysis; human relation; incentives; report writing; questionnaire and test; factory visits.	The Industrial Development Centre for Arab States (IDCAS), P.O.B. 1397 Cairo, Egypt	10 weeks (including 6 weeks of practical application) to be arranged	Engineers with 3 years experience. Arabic	-	-

MANAGEMENT AND INDUSTRIAL ADMINISTRATION (Cont'd)

Course or Seminar	General description	Organizer; Venue	Duration	Qualifications; Language requirements	Last date for receipt of applications	Fee
Gestion des entreprises	Séminaire comprenant des exposés donnés par des ingénieurs du Bureau Combert particulièrement expérimentés en organisation et gestion des entreprises suivis de discussions et d'études de cas concernant les différents aspects de la gestion des entreprises: gestion générale; structure, comptabilité, recherche opérationnelle, informatique; gestion du personnel; qualification du travail, système de rémunération, formation dans l'entreprise; gestion des approvisionnements; gestion des stocks, procédures d'approvisionnement et de distribution; gestion de la production; étude du travail, planning, contrôle de la qualité, prix de revient; gestion des équipements; choix des investissements, introduction de nouveaux équipements, développement de l'entretien préventif; gestion des ventes; rôle de la fonction commerciale, distribution de la production. Le programme du séminaire est réglé dans ses détails (sujets, cas traités) d'après les domaines d'intérêt des participants et leurs problèmes.	Bureau d'ingénieurs-conseils COMBERT Chaussée de Charleroi, 123A B-1060 Bruxelles, Belgique	6 semaines avril et septembre de chaque année	Humanités complètes suivies d'une formation spécialisée. Expérience professionnelle minimum de 2 ans. Occupation actuelle ou à venir d'une fonction de gestion de contrôle ou de conseil dans une entreprise ou un organisme public d'importance et de promotion des entreprises. Connaissance du français parlé et écrit. Français.	3 mois avant le début de la session choisie	A fixer suivant le nombre de participants
Economie d'entreprise	Organisation générale de l'entreprise et ses principaux départements; comptabilité générale et analytique; les outils de gestion prévisionnelle (les modèles, les coûts, les prix de revient, les profits); structures; traitement des informations; l'exploitation du modèle de gestion (plan à court, moyen et long terme, analyse des résultats, tableaux de bord); rôle du contrôleur.	Société de recherche opérationnelle et d'économie appliquée SORCA S.A., 522, avenue Louise, Bruxelles 5, Belgique	2 à 3 mois (plus éventuel- lement stages)	Grade correspondant à celui de licencié en sciences politiques, économiques ou finan- cières, ou ingénieur commercial. Si possible une certaine expérience industrielle ou commerciale. Français, éventuellement anglais.	-	A discuter
Recherche opérationnelle (industrie)	Toute l'application des techniques modernes de recherche opérationnelle dans l'industrie; rappel de méthodes mathématiques classiques; valeur extrême des fonctions; analyse combinatoire; théorie des jeux; applications particulières; gestion des stocks; investissements; entretien; implantation - PERT - etc.; rappel de statistique mathématique; programmation linéaire; files d'attente; théorie des jeux; théorie de l'information; Monte-Carlo; liaison avec le traitement sur ordinateur.	Société de recherche opérationnelle et d'économie appliquée SORCA S.A., 422, avenue Louise, Bruxelles 5, Belgique	A arranger	Formation mathématique équivalente à une ou deux années d'études universitaires (poly- technique). Si possible une certaine pratique industrielle. Français, ou anglais	-	A discuter
Alta gerencia	Programa de administración para altos ejecutivos; psicología en el trabajo; desarrollo organizacional; administración por objetivos y autocontrol; análisis de inversiones; análisis financiero; temas económicos; marketing; desarrollo político; sistemas modernos de información y control gerencial; política de empresa.	Universidad de los Andes Bogotá, Colombia	1 año comenzando en octubre 1974	Posición ejecutiva destacada. Experiencia ejecutiva mínima de 5 años. Español	10 septiembre	Col. \$40,000

MANAGEMENT AND INDUSTRIAL ADMINISTRATION (Cont'd)

Course or Seminar	General description	Organizer; Venue	Duration	Qualifications; Language requirements	Last date for receipt of applications	Fee
Management development	<p>Course 1: Up-grading course and seminars in all the functional areas of management; specific subject content, duration, etc. are set six months in advance.</p> <p>Course 2: Post-graduate full-time course; the participants must be university graduates in an appropriate field of study; this course, of seven months duration, will have two streams, one to train Marketing Managers and the other Assistant General Managers.</p> <p>Course 3: Basic supervisory course; this course, which is of six months duration, aims to train High School graduates through lectures and in-plant training, to take up position of Supervisors in industry.</p>	The Cyprus Productivity Centre, 7 Byron Ave., Nicosia, Cyprus	Course 1 from 8 hours to 150 hours to be arranged	Employment in suitable post English	1 month in advance	To be arranged
			Course 2 7 months commencing January 1974 and January 1975	University degree English	1 month in advance	To be arranged
			Course 3 6 months commencing Sept. 1974	High school education English	1 month in advance	To be arranged
Administración de empresas	La empresa y su entorno; comportamiento; economía aplicada; análisis financiero; contabilidad de costes; planificación; control de gestión y técnicas cuantitativas aplicadas a la administración de empresas.	Escuela de Organización Industrial (E.O.I.) Av. de la Moncloa, s/n Ciudad Universitaria Madrid - 3, España	8 meses comenzando en octubre	Título de facultad universitaria o escuela técnica superior. Español	-	9.000 ptas.
Administración general de la empresa	Estrategia empresarial, economía general, sociología, política industrial; la función directiva; economía industrial, finanzas y análisis financieros, marketing y desarrollo comercial, métodos cuantitativos de gestión; producción, personal, estructura de organización, planificación y control de gestión, métodos cuantitativos.	Escuela de Organización Industrial (E.O.I.) Av. de la Moncloa, Ciudad Universitaria Madrid - 3, España	8 meses comenzando en septiembre	Curso dirigido a directores generales que deseen actualizar y sistematizar sus conocimientos en el marco de una concepción integrada de la empresa y para los técnicos o ejecutivos que se ocupan de problemas de funcionamiento y desarrollo de las organizaciones. Español	-	25.000 ptas.
Dirección de producción	La producción y producción en la empresa; estrategia; política y dirección. Psicología industrial. La producción y su entorno social. Métodos de gestión de la producción; investigación operativa, logística industrial, gestión de stocks, gestión de equipos, planificación, programación y almacenamiento. Estadística, informática; ordenadores, sistemas de la información, simulación y gestión automatizada de la producción. Métodos y tiempos. Planificación y control de la producción; compras, costes de producción, gestión de calidad, valoración y retribución de trabajo. Sistemática; seguimiento de problemas, análisis de casos, realización de dos trabajos personales.	Escuela de Organización Industrial (E.O.I.) Av. de la Moncloa, s/n Ciudad Universitaria Madrid - 3, España	8 meses comenzando en septiembre	Curso dirigido a directores de producción, directivos operacionales y funcionales (fabricación, programación .. etc.) y, en general, a ingenieros y técnicos relacionados con producción (staffs de investigación operativa, informática, etc.). Español.	-	15.000 ptas.
Métodos cuantitativos de gestión	Investigación operativa; estadística y matemática aplicada; informática; econométrica; matemáticas financieras e introducción a la empresa y sociología de la técnica.	Escuela de Organización Industrial (E.O.I.) Av. de la Moncloa Ciudad Universitaria Madrid - 3, España	8 meses comenzando en septiembre 1974	Título de facultad universitaria o escuela técnica superior	-	9.000 ptas.

MANAGEMENT AND INDUSTRIAL ADMINISTRATION (Cont'd)

Course or Seminar	General description	Organizer; Venue	Duration	Qualifications; Language requirements	Last date for receipt of applications	Fee
Organización y administración de empresas	Curso superior de administración de la empresa (para postgraduados sin experiencia). Cursos de perfeccionamiento: en administración de empresas; en dirección de producción en dirección comercial; en dirección de personal.	Escuela de Organización Industrial (E.O.I.) Avda. de la Universidad Ciudad Universitaria Madrid 3, España	8 weeks	Postgraduate or superior diploma English	15 September 1974	100,000 pesetas
Advanced management training	Business and the economic environment; business policy and top management; financial management; marketing management; organizational behaviour; quantitative methods.	Stanford-INSEAD INSEAD 11vd. de Constance 77305 Fontainebleau France	4 weeks commencing 30 June 1974	10-15 years business experience. Company sponsored and certification of top management potential. English.	1 April 1974	Fr. Fr. 1,000,000
Business administration	Marketing; financial management; applied statistics; operations research; logistics and operations management modules; organizational behaviour; business policy; European business environment; planning control and information systems.	European Institute of Business Administration INSEAD 11vd. de Constance 77305 Fontainebleau France	9 months commencing September	University degree. 1-3 years business experience. Age 24-40. French and fluency in two other European languages.	1 March	Fr. Fr. 1,000,000
Executive training	Marketing management; organizational behaviour; finance and control; European environment; business policy; management sciences.	Columbia - INSEAD INSEAD 11vd. de Constance 77305 Fontainebleau France	7 weeks commencing 21 April 1974	7-15 years business experience. Company sponsored. Candidates with potential for promotion to position of higher responsibility at general management level. English.	30 March 1974	Fr. Fr. 1,000,000
Financial management	Advanced theoretical training seminar in the whole field of accounting. Subjects covered include: fundamentals of German accounting and financing; basis of investment accounting; introduction to electronic data processing; total cost accounting; partial cost accounting; additional cost calculations; forms of procedure for direct costing; cost planning and cost control; financial planning; liquidity; investment policy of a firm. Training methods used; reports; case studies; business games; group work and subject discussions. Advanced practical training in methods and techniques of financial management with German firms or public authorities. Practical training however, will not be offered for all levels of decision-making or departments of a company. Special wishes as to branch of business can only be considered inasmuch as facilities are available. Visits to fairs and trade event.	Carl Duisberg-Gesellschaft Hohentauernring 30-32 5 Köln 1 in co-operation with Central Office for Employment, Federal Republic of Germany	10 months (including 4 months language tuition) to be arranged	Degree in economic or business administration. At least 4 years experience. Managerial position. Sponsorship by employer who undertake to re-employ candidates with long experience in financial management also considered. German		To be arranged

MANAGEMENT AND INDUSTRIAL ADMINISTRATION (Cont'd)

Course or Seminar	General description	Organizer, Venue	Duration	Qualification, Language requirements	Last date for receipt of applications	Fee
Industrial engineering	Advanced theoretical training seminar in planning, organization, guiding and control of the field of production. Subjects covered include: basic understanding of the structural and functional relations of a firm; market orientation; financing; production; accounting; data-processing; network planning techniques. Modern company management (basis); functions; modern company management (basis); functions; modern company management (basis); organization. Work study; organization; time estimation; work evaluation; work planning; work direction; work regulation; work control; quality control; analysis of weak points. Training methods used: reports; case studies; business games; group work and subject discussions. Advanced practical training in methods and techniques of industrial engineering with German firms. Special wishes as to branch of industry or product line can only be considered inasmuch as facilities are available. Visits to trade fairs and trade events.	Carl Duisberg-Gesellschaft Hohenstaufenring 30-32 D-4300 Krefeld in co-operation with Central Office for Employment, Federal Republic of Germany	14 months (including 4 months language tuition) to be arranged	University degree in economics, business ad- ministration or engineering and at least 4 years practical ex- perience. Candidate with long experience in managerial position will also be considered. German	-	To be arranged
Industrial management	Advanced theoretical training seminars in planning, organization, preparation for making decisions, making decisions; working techniques; control; management style and management techniques. Subjects covered include: basic understanding of the structural and functional relations of a firm (market orientation, financing, production, accounting, data-processing, network planning techniques); modern management (basic functions, methods); management planning (planning as a function of management, planning systems, delegation of planning duties, planning calculation, planning practice); Personnel management (the psychological and sociological basis of personnel management, modern management style, management problems); organization (basis of company organization, organizational basis of the company management). Training methods used during the seminars: reports; case studies; group work and subject discussions; business games. Advanced practical training in methods and techniques of industrial management with German firms. Special wishes as to branch of industry can only be considered inasmuch as facilities are available. Visits to trade fairs and trade events.	Carl Duisberg-Gesellschaft Hohenstaufenring 30-32 D-4300 Krefeld in co-operation with Central Office for Employment, Federal Republic of Germany	14 months (including 4 months language tuition) to be arranged	Degree in economics, business administration or engineering and at least 4 years practical experience. Managerial post in firm sponsoring candidate and under- taking to re-employ. Candidates with long experience also considered. German	-	To be arranged
Production management	Advanced theoretical training seminar in the whole field of production management. Subject covered include: management and organization theory of a company; the factors of production in detail and the fields of production of a company; means of organization for planning and production; work planning; modern company management (basis, functions, methods). Training methods used during the seminar: reports; case studies; business games; group work and subject discussions. Advanced practical training in methods and techniques of production management with German firms. Special wishes as to branch of industry or product line can only be considered inasmuch as facilities are available. Visits to trade fairs and trade events.	Carl Duisberg-Gesellschaft Hohenstaufenring 30-32 D-4300 Krefeld in co-operation with Central Office for Employment, Federal Republic of Germany	10 months (including 4 months language tuition) to be arranged	University degree and at least 4 years practical experience in managerial position in firm sponsoring candidate and undertaking by firm to re-employ. German	-	To be arranged
Executive problem analysis and decision making	Train managers. Emphasis is on process (thinking skills needed to analyse difficulties, test new ideas, develop optimum course of action).	Hong Kong Management Association 26 Canal Road West Hong Kong	Variable commencing 4 times a year - 1974 and 1975	Executive and middle level managers from commerce and industry. English	-	To be arranged

Course or Seminar	General description	Organizer, Venue	Duration	Qualification, Language requirements	Last date for receipt of applications	Fee
Management development	Management development; organization theory; planning and control; managerial leadership; motivation; management communication; the manager's job; thinking process and decision making; managerial effectiveness; future challenge.	Hong Kong Management Association 26 Canal Road West Hong Kong	Variable commencing 4 times a year in 1974 and 1975	Managerial and executive level positions and industry English		Rs. 100 arranged
Supervisory management	Supervisory management; basic management principles; organizing and expediting work; improving efficiency and cutting costs; understanding people; morale and discipline; supervision techniques; supervisory styles; instruction and reporting techniques; supervisory responsibilities.	Hong Kong Management Association 26 Canal Road West Hong Kong	Variable commencing 3 times a year in 1974 and 1975	Supervisory English		Rs. 100 arranged
Basic systems analysis	Detailed fields of study: Introduction; The Systems Analyst and His Environment; system controls; fact finding; fact recording and analysis; hardware revision; software revision; system design; form design; system justification; introduction to file design; information retrieval; code design; data capture; output design; document handling and copying; decision tables; timing; communication; file design; file design - sorting and security; clerical procedure design; computer procedure design; project management; implementation; information sources; course review; case study; business management game.	Hong Kong Productivity Centre 117-116 Gloucester Bldg. Des Voeux Rd. C. Hong Kong	6 weeks commencing April and October each year	A knowledge of typical business procedures and an understanding of the nature and practice of management is expected. Basic concepts of computer hardware and software are essential. English		English
Industrial engineering	Work study (10 weeks starting in February and July); plant layout and materials (6 weeks starting in late September); computer systems analysis and design (8 weeks starting in October); materials handling (6 weeks starting in late March).	National Institute for Training in Industrial Engineering (NITIE) Vikar Lade Road, Powai, Bombay, 76, India Delhi and Madras	Variable (see second column)	Engineering graduates English		Rs. 100 arranged
Industrial engineering	Background subjects including mathematics, statistics, financial accounting etc.; work study; O&M; incentives; production planning and control; plant layout and materials handling; inventory control; P&T data processing; wage administration; quality control; preventive maintenance; operations research; tool engineering; general management; industrial hygiene and safety; teaching techniques and communication; methodology of consultancy; reporting plant engineering; production engineering; materials management; market research; industrial relations and personnel management.	National Productivity Centre 38 Golf Links New Delhi - 1 India	1 year commencing first week of January each year	Engineers, aged 21-35, with first class academic record English	15 November	Rs. 200
Industrial engineering	Programme for advancement of management and productivity; economic policies; productivity, finance; personnel; marketing; management skills.	National Productivity Centre 38 Golf Links New Delhi - 3 India	3 weeks commencing September and March each year	Senior management personnel English	June and December each year	Rs. 100 arranged
Financial and cost management	Aspects of financial and cost management (10 hrs.); investment analysis (10 hrs.); cost analysis (10 hrs.); Budgeting and profit planning (10 hrs.); financial statement analysis (10 hrs.); ratio analysis (10 hrs.); cost reduction programme (10 hrs.); tax system (10 hrs.); discussion (20 hrs.).	The Vocational and Managerial Training Centre Jl. Jend. Sudarto Subroto 22K Bandung, Indonesia	4 weeks commencing 15 January 1974	University degree and 3 years practical experience English	December 1974	Rp. 15,000

MANAGEMENT AND INDUSTRIAL ADMINISTRATION (Cont'd.)

Course or Seminar	General description	Organizer; Venue	Duration	Qualifications; Language requirements	Last date for receipt of applications	Fee
Material management	Aspects of material management (10 hrs.); specification, classification and standardization (10 hrs.); production control (15 hrs.); stores and storekeeping (15 hrs.); inventory control (15 hrs.); purchasing (15 hrs.); discussion (20 hrs.).	The Vocational and Managerial Training Centre Jl. Jend. Gatot Subroto 228 Bandung, Indonesia	4 weeks commencing 15 May 1974	University degree and 3 years practical experience English	April 1974	Rp. 15,000
Management services techniques	Development of scientific management and management services techniques; work study and organization and methods techniques; operations research - an appreciation of techniques; network analysis - theory and practical applications; organization analysis and administrative audit; ADP and systems analysis; cost benefit analysis - an appreciation; practical assignment or project work.	Institute of Public Administration 39 Lansdowne Rd., Dublin, Ireland	8-16 weeks commencing March and September	Middle to senior level administrative officers from central and local governments concerned with management services techniques in their public bodies English	December and June	To be arranged
Industrial management	Study of problems of industrial management in developing countries, as well as advanced knowledge and techniques in organization and management systems. Lectures, discussions, workshops and study tours.	Israel Institute of Productivity Tel Aviv, Israel	1 month commencing May 1974	University graduates in business administration, or equivalent experience in senior administrative post in industry or government or in public institutions involved in industrial development. English		To be arranged
Administration commerciale	Contrôle commercial et financier; méthodes de production; distribution; statistiques et politiques commerciales; travail en groupe et recherche.	CNQA - Centre universitaire d'administration commerciale, Padoue, Italie	6 ou 12 mois à partir de décembre	Diplômés de l'université Italienne, espagnol et français	20 novembre	200 000 liras.
Administración comercial	Control y financiación comercialen, procesos de producción, distribución, estadística y política comercialen e investigación e trabajo en grupo.	CNQA - Centro Universitario de Gestión Comercial Padua, Italia	6 ó 12 meses comenzando en diciembre	Título universitario Italiano, español y francés	20 de noviembre	200.000 liras
Contrôle administratif d'exploitation	Prix de revient; gestion budgétaire; gestion financière; comptabilité générale.	Centre international de perfectionnement professionnel et technique Corso Unità d'Italia, 140 Turin, Italie	12 semaines à convenir	Cadres comptables de niveau moyen à supérieur travaillant dans de moyenne et grandes entre- prises, avec au moins 3 ans d'expérience comme cadres comptables. Age: 25 à 40 ans. Français		Renseignements sur demande
Gestione de la producción dans les entreprises de trans- formation des produits agricoles	Principes généraux; planification de la production magnitudines; contrôle de la production; achat des fournitures; approvisionnement; entretien; contrôle de la qualité; gestion du personnel; techniques.	Centre international de perfectionnement professionnel et technique Corso Unità d'Italia, 140 Turin, Italie	12 semaines à convenir	Directeurs de la produc- tion dans les grandes entreprises, cadres diri- geants chargés de la pro- duction dans les petites entreprises ou conseillers ou cadres dans les centres de productivité, avec au moins 5 ans d'expérience dans l'une de ces fonctions et un minimum de 8 ans d'études. Age: 30 à 45 ans. Français		

MANAGEMENT AND INDUSTRIAL ADMINISTRATION (Cont'd)

Course or Seminar	General description	Organiser; Venue	Duration	Qualifications; Language requirements	Last date for receipt of applications	Fee
Gestion des stocks	Principes généraux; conception des produits et gestion des matières; contrôle de la production; achat des fournitures; magasinage et maintenance; contrôle des stocks; approvisionnement; techniques.	Centre international de perfectionnement professionnel et technique Corso Unità d'Italia, 140 Turin, Italie	12 semaines A convenir	Cadres ou techniciens dans un service de production ou d'approvisionnement ou conseillers en production ou cadres dans un centre de productivité, avec au moins 5 ans d'expérience en tant que cadre ou technicien dans une entreprise de transformation et un minimum de 8 ans d'études. Age: 30 à 45 ans. Français	-	Renseignements sur demande
Perfectionnement des cadres	Activités des cadres; activités fonctionnelles; sciences appliquées à la gestion de l'entreprise; gestion générale de l'entreprise.	Centre international de perfectionnement professionnel et technique Corso Unità d'Italia, 140 Turin, Italie	12 semaines A convenir	Cadres de niveau moyen à supérieur, appartenant à des entreprises, avec au moins 3 ans d'expérience comme cadres. Age: 25 à 40 ans. Français	-	A débattre
Control de gestión e informática	Organización; planificación del control de gestión; evaluación de los resultados de la gestión; mejora de los resultados de la gestión; información en la gestión de empresa; elaboración de datos y control.	Centro Internacional de Perfeccionamiento Profesional y Técnico Corso Unità d'Italia, 140 Turin, Italia	10 semanas A debattir	Personal directivo de grandes empresas de países en desarrollo y asesores del mismo nivel y especialidad con 8 años de experiencia y una formación universitaria o equivalente. Edad: 30 a 50 años. Español	-	A debattir
Dirección de la producción en empresas de transformación de productos agrícolas	Principios generales; planificación de la producción; manipulación en almacén; control de la producción; pedidos a proveedores; compras; mantenimiento; control de calidad; gestión general; técnicas.	Centro Internacional de Perfeccionamiento Profesional y Técnico Corso Unità d'Italia, 140 Turin, Italia	12 semanas A debattir	Jefes de producción en grandes industrias, gerentes de empresas pequeñas responsables de la producción, asesores y funcionarios de centros de productividad de esta misma especialidad, con por lo menos 5 años de experiencia y un título universitario o su equivalente. Edad: 30 a 45 años. Español	-	Datos sobre pedido
Consultancy methodology	Management consultancy services; management consultancy activities; management consultancy skills; planning and controlling management consultancy activities; managing the management consultancy enterprise; newer issues, concepts, procedures, techniques, approaches and practices in the general management subject fields, the functional management subject fields, the academic subject fields supporting management, the multi-disciplines; newer sectors in which management is being applied in a modern form.	International Centre for Advanced Technical and Vocational Training Corso Unità d'Italia, 140 Turin, Italy	12 weeks To be arranged	Consultancy advisers to industry, government enterprises or government departments concerned with industrial development; specialists in management development or training centres; managers of management development departments of enterprises; consultancy trainers with at least 5 years experience as managers or management trainers and, preferably, a university education. Age: 30 - 50. English	-	To be arranged

MANAGEMENT AND INDUSTRIAL ADMINISTRATION (Cont'd)

Course or Seminar	General description	Organizer; Venue	Duration	Qualifications; Language requirements	Last date for receipt of applications	Fee
Executive development	Executive operations; functional integration; general management of the organization; management science.	International Centre for Advanced Technical and Vocational Training Corso Unità d'Italia, 140 Turin, Italy	12 weeks To be arranged	Middle to senior level executives from enterprises, with at least 3 years of management experience. Age 25 - 40. English	-	To be discussed
Management control and information management	Management control planning; management performance review; management performance improvement; management control revision; information management; data processing and control.	International Centre for Advanced Technical and Vocational Training Corso Unità d'Italia, 140 Turin, Italy	12 weeks To be arranged	Senior executives from large enterprises in developing countries and consultants of similar rank, with 8 years of management experience and a university education or equivalent. Age: 30-50 English	-	To be arranged
Materials management	General principles; design and materials management; production control; ordering supplies; storage and handling; inventory control; purchasing techniques.	International Centre for Advanced Technical and Vocational Training Corso Unità d'Italia, 140 Turin, Italy	12 weeks To be arranged	Materials managers, production controllers, senior stores manager or buyers in a manufacturing enterprise or consultants or productivity officers in these fields, with at least 5 years experience as a manager in a manufacturing enterprise and at least 8 years schooling. Age: 30 - 45. English	-	To be arranged
Production management	Production planning; production control; maintenance; quality control; techniques.	International Centre for Advanced Technical and Vocational Training Corso Unità d'Italia, 140 Turin, Italy	12 weeks To be arranged	Persons with a production management appointment in industry, with at least 3 years experience in an industrial enterprise and at least 8 years schooling. Age: 25 - 45. English	-	To be arranged
Production management in enterprises processing agricultural products	General principles; production planning; storage handling; production control; ordering supplies; purchasing; maintenance; quality control; general management; techniques.	International Centre for Advanced Technical and Vocational Training Corso Unità d'Italia, 140 Turin, Italy	12 weeks to be arranged	Production managers in large plants, senior managers with responsibility for production in small plants, consultants and officers from productivity centres working in this field, with at least 5 years experience in one of these posts and at least 8 years schooling. Age 30 - 45. English.	-	To be discussed

MANAGEMENT AND INDUSTRIAL ADMINISTRATION (Cont'd)

Course or Seminar	General description	Organizer; Venue	Duration	Qualifications; language requirements	Last date for receipt of applications	Fee
Productivity management	Productivity philosophy; productivity measurement; productivity technology; industrial relations; national and international influences.	International Centre for Advanced Technical and Vocational Training Corso Unità d'Italia, 140 Turin, Italy	12 weeks To be arranged	Persons holding, or who will hold upon their return, a senior post with a strong influence upon productivity, with at least 3 years experience in an industrial enterprise or productivity organization or a consultancy organization and a post-secondary education. Age 25-45. English.	-	To be discussed
Management	IRI's Istituto for the study of management functions organizes training courses covering the following: the company as a system; personnel, marketing, finance and control, production, organization, psychosociology, industrial sociology, training and management; up-dating; operations research, statistics, systems analysis, decision-making techniques, and automatic data processing. For all IPAP activities, active teaching methods are used such as case history studies, guided discussions, business games, lectures, lessons and visits to selected companies.	Institute for Management Education and Training (IPAP), Piazza delle Repubblica 59, Rome, Italy	From 1 to 10 weeks commencing from early September to early July	IPAP courses are for four basic groups: 1. Graduates entering a business company; 2. Graduates with some business experience; 3. Executives who wish to acquire an overall view of company problems; 4. Top-level executives. Italian - The Institute is prepared to accept English- or French-speaking groups if arrangements are made in advance.	7 days before start of each course	To be arranged
"Management" (Direction et gouvernement de l'entreprise)	L'Institut IRI pour l'étude des fonctions de "management" organise des cours de formation sur les sujets suivants: la société en tant que système; personnel, marketing, financement et contrôle; production, organisation, psychosociologie. Sociologie industrielle, formation et recyclage en matière de "management", recherche opérationnelle, statistiques, analyse de systèmes, techniques concernant la prise de décisions; traitement automatique de l'information. L'IPAP utilise, pour toutes ses activités, des méthodes actives d'enseignement: études de cas, discussions guidées, jeux d'entreprise, conférences, cours, et visites de certaines entreprises.	Institut d'enseignement et de formation en matière de "management" (Istituto di formazione addestramento professionale (IPAP)) Piazza della Repubblica 59 Rome, Italy	De 1 à 10 semaines de début septembre à début juillet	La formation est prévue pour quatre catégories principales: 1. Les diplômés qui débutent dans une société commerciale; 2. Les diplômés qui ont déjà une certaine expérience des affaires; 3. Les cadres qui souhaitent acquérir une vue d'ensemble des problèmes de la société; 4. Les cadres supérieurs. Italien. L'Institut est prêt à accepter des groupes anglophones ou francophones, si les dispositions voulues peuvent être prises en temps utile.	7 jours avant le début de chaque cours.	A convenir
Productivity techniques and methods	Organisation of production; personnel management; management; marketing; documentation; electronic data processing; PERT (Programme Evaluation Review Technique); IMPACT (Inventory Management Programme and Control Technique)	INIP (Istituto Nazionale per l'Incremento delle Produttività) Piazza della Repubblica 59 Rome, Italy	3 - 8 weeks commencing from October to June	Holders of medium to top-level posts in industry. Italian. INIP is willing to organize ad hoc programmes for other language groups.	May	To be arranged

MANAGEMENT AND INDUSTRIAL ADMINISTRATION (Cont'd)

Course or Seminar	General description	Organizer; Venue	Duration	Qualifications; Language requirements	Last date for receipt of applications	Fee
Industrial and systems engineering	Introduction to business systems; systems management; selected topics in industrial engineering/systems engineering techniques; case studies from outstanding situations.	Asian Productivity Organization Aoyama Daiichi Mansions, 4-14, Akasaka 8-chome, Minato-ku, Tokyo 107 Japan	12 weeks commencing mid-1974 mid-1975	Management consultant or industrial/systems engineer with university degree or equivalent; at least 10 years experience in consultancy/management in addition to participation in previous APO hardcore training courses; English 30-45 years of age	2 months in advance	US\$150-8350
Production engineering	Production planning and control; preventive maintenance; quality control; reduction of manufacturing costs; plant layout and materials handling; in-plant practice in different types of industries covering machine shops, electrical/electronic assembly, foundry and forging, chemical industry.	Asian Productivity Organization Aoyama Daiichi Mansions, 4-14, Akasaka 8-chome, Minato-ku, Tokyo 107, Japan	12 weeks commencing third quarter 1974 and third quarter 1975	Production/industrial engineer or technical consultant with university degree; 5 years experience in manufacturing; between 25 and 40 years of age; English	2 months in advance	US\$150-US\$350
International business management	Business and economics; business study with a certain emphasis on European subjects, particularly on the European communities; marketing; finance and statistics; law; sociology; industrial psychology; modern languages (Dutch, English, French, German and Spanish); working period in a manufacturing or business concern; field trips to European communities and organizations; industrial field trips.	Netherlands School of Business Nijenrode, Breukelen the Netherlands	8 months commencing September	High school graduates. Maximum age 24. English	May	To be arranged
Advanced industrial management	Objective: job-oriented training in advanced professional education in the field of industrial management and small industry development; inter-disciplinarity in presenting the subject matter; practical training in the form of supervised field-work in industry to make participants better equipped for solving problems confronted with in their future occupation.	Research Institute for Management Science (R.V.B.) P.O. Box 143, Delft, the Netherlands	5½ months commencing 10 January 1974 and 25 July 1974	B.Sc. or M.Sc. and experience in industrial management. English	2 months in advance	Guilders 5,700
Management development	Business policy in an international environment; financial management; marketing management; quantitative methods; human and organizational behaviour; managerial control and information systems.	North European Management Institute (NEMI) 26 Kongeveien Holmenkollen Oslo 3, Norway	8 months commencing 3rd week of September	University degree in law, economics or business, plus at least one year experience in middle management. 25-35 years of age. English	15 June	Kr. 24,000
Management	Advanced training courses are offered in fields such as: advanced management programme; management course for junior executives; development course for managers; executive decision making and operations research; financial management seminar; finance and accounting course for non-financial executives; seminar on cost reduction for managers; development course for junior accountants; seminar on profit planning, budgeting and management seminar; sales promotion planning and media course; industrial management and productivity course;	West Pakistan Institute of Management Sha'rah Iran Clifton, Karachi - 6, Pakistan	Variable To be arranged	Professional qualification. English	-	To be arranged
						control systems; office organization and methods course; public relations management seminar; marketing evaluation; marketing research seminar; practical techniques for export firms; work study training production management course for junior executives and supervisors.

MANAGEMENT AND INDUSTRIAL ADMINISTRATION (Cont'd)

Course or Seminar	General description	Organizer; Venue	Duration	Qualifications; Language requirements	Last date for receipt of applications	Fee
Management training	Courses are held in: administrative practices; business policy; financial management; production management; marketing management; advanced management for policy making managers.	Pakistan Institute of Management Shahrah Iran Clifton, Karachi - 6 Pakistan	1 to 4 weeks according to course	Executives from private and public industrial and commercial undertakings. English	3 weeks before start of each course	From Rs.200 to Rs.750
Formation des chefs d'entreprise	Gestion; organisations des ateliers; comptabilité; tenue de stocks; relations avec la clientèle; relations avec les Banques.	SONEPI 4 rue Maunoury Dakar (B.P. 100) Sénégal	2 mois et demi 3 fois par an	Chef d'une petite entreprise suivie par la SONEPI Français	-	Néant
Business administration	Business policy; financial accounting; financial management; management accounting; management planning and control systems; managerial economics; marketing management; operations management.	IMEDE (Institut pour l'étude des méthodes de direction de l'entreprise) Ch. de Bellevue 23 Case postale 1059 Lausanne 1001, Switzerland	11 months commencing 6 Jan. 1974 5 Jan. 1975	University degree and 2-3 years practical experience. English	-	Sw.Fr. 12,000
Executive development	Management control; financial management; general management; international business; introduction to quantitative methods; marketing management; organisational behaviour; production and operations management.	IMEDE (Institut pour l'étude des méthodes de direction de l'entreprise) Ch. de Bellevue 23 Case postale 1059 Lausanne 1001, Switzerland	19 weeks commencing Jan. 1974 and 1975	University degree or equivalent. Age 20-40. Employed and sponsored by a business firm or government agency. Responsible position in business. English	-	Sw.Fr. 15,000
Management training	Strategic planning; management systems; management in a changing environment.	IMEDE (Institut pour l'étude des méthodes de direction de l'entreprise) Ch. de Bellevue 23 Case postale 1059 Lausanne 1001, Switzerland	3 weeks commencing June 1974 and 1975	Participants must be over 40, holding senior executive positions, and be sponsored by their companies or organizations. English	-	Sw.Fr. 4,500
Management accounting	Cost accounting (3 months); budgetary control (2 months); financial management (1 month).	Management Development and Productivity Centre Tello Building, Muhajerine Damascus, Syrian Arab Republic	About 6 months commencing early 1974 - repeated in 1975	Senior executive with university degree in accounting or business administration. Arabic	-	-
General management	The main functions of management; the psychology of management; management planning; management leading; management organisation; management control. Organisation in business enterprises: the nature of organisation; formal and informal relationships; delegation; line and staff; the definition of responsibilities; organization theories; organization structures; centralization; co-ordination; organization charts. Planning; management forecasting; management objectives; management policies; management procedures; management programmes and schedules; management budgeting.	Management Development and Productivity Centre Tello Building, Muhajerine Damascus, Syrian Arab Republic	About 6 months commencing early 1974 - repeated in 1975	Senior executives from industrial enterprises. Arabic	-	-

MANAGEMENT AND INDUSTRIAL ADMINISTRATION (Cont'd)

Course or Seminar	General description	Organiser, Venue	Duration	Qualifications; Language requirements	Last date for receipt of applications	Fee
Industrial engineering	Operations research	Management Development and Productivity Centre Damascus, Syrian Arab Republic	4 weeks commencing 1974 - date to be announced	Engineering degree Arabic	-	-
Industrial engineering	Work study and incentives (3 months); production planning and control (2 months); statistical quality control (1 month); maintenance management (2 weeks).	Management Development and Productivity Centre Tello Building Muhajerine, Damascus Syrian Arab Republic	About 6 months commencing early 1974 - repeated in 1975	B.Sc. in industrial or mechanical engineering or equivalent with not less than 3 years experience. Arabic	-	-
Industrial management	To provide sufficient knowledge about industrial engineering techniques to enable participants to carry out improved methods of analysing existing work practices and to develop new methods.	National Institute of Development Programme P.O. Box 2021 Dar-es-Salaam United Republic of Tanzania	2 weeks commencing 28 May 1974 - repeated in 1975	Two years experience in an industrial concern English	-	Sh.150/-
Organisation and methods	Analysis of procedures; organisations; office equipment; clerical work measurement; computers; business statistics; network analysis.	Cranfield School of Management, Cranfield, United Kingdom	6 weeks, commencing Jan., Feb., April, June, Sept. and Nov.	Professional and senior office staff English	2 months before start of each course	£350 (including board and lodging)
Problem analysis and decision-making	Analysis of problem situations; problem-solving techniques; concept of decision-making; decision-making procedures; case studies.	Hong Kong Management Association Hong Kong	5 days, commencing 4 Dec.	Junior executives and middle managers in commerce and industry. English	20 Dec.	\$HK150 (members of HKMA) \$HK300 (non-members)
Work study	Introduction; method study; work measurement; payment structures and methods; associated subjects (including network analysis, planned maintenance, costing, materials handling, computers, etc.).	Cranfield School of Management, Cranfield, United Kingdom	10 weeks commencing April and Oct.	Managers or senior staff concerned with work study English	2 months before start of each course	£600 (including board and lodging)
Work study	The syllabus for these courses cover the following subjects: method study; motion study; work measurement; activity sampling; labour cost control; human implication of work study; report writing; simple nomograph construction; simple wage payment and incentive systems. This course is suitable for personnel recruited for existing departments in which supervision is available for their projects. Sessions are backed with exercises to illustrate theory and to give practice in its application.	Fielden House Productivity Centre Ltd., Mersey Road, West Didsbury, Manchester M 20 8QA United Kingdom	4-10 weeks commencing Jan., April, May, Sept.	Work study experience English	-	To be arranged

MANAGEMENT AND INDUSTRIAL ADMINISTRATION (Cont'd)

Course or Seminar	General description	Organizer; Venue	Duration	Qualifications; Language requirements	Last date for receipt of applications	Fee
Management	Problems of management and administration; effective management with people; information and analysis for decision-making; the environment; corporate strategies and policies; optional studies.	Henley Administrative Staff College, Greenlands, Henley-on-Thames, Oxon. RG9 3AU United Kingdom	9 weeks commencing 7 Jan. 1974 20 May 1974 14 Oct. 1974	Age range 30-40 approx. full command of spoken English is essential. Men and women are equally eligible. They should have substantial managerial experience and be concerned with relationships between specialist functions rather than with the individualist functions themselves. English.	2 months in advance	US\$1,000 plus VAT
Management	General management appreciation course aimed at bringing senior executives up to date in important aspects of management appropriate to their level, and to provide them with an opportunity to evaluate their own experience and approaches against those of other people working in similar enterprises and environments. Challenges to management and administration; behaviour and organisation; quantitative and financial analysis; the changing environment; strategy and planning; optional studies.	Henley Administrative Staff College, Greenlands, Henley-on-Thames, Oxon RG9 3AU United Kingdom	23 days commencing 19 March 1974 4 Sept. 1974	Candidates should be men or women of substantial experience holding positions of senior responsibility in industry, commerce, public corporations and the public service. They are likely to be aged 43 and over, but this is not rigid. English.	2 months in advance	US\$1,000 plus VAT
Management services in developing countries	The course aims to acquaint students with the management services and techniques likely to be of most value to developing countries. It covers organization and methods, work study, network analysis, financial control, computers, etc. It includes practical case studies and visits to management service units.	Royal Institute of Public Administration 24 Park Crescent, London W.1 and Oxford United Kingdom	2½ months commencing July	Responsible officials with at least seven years administrative experience. English	31 May	To be arranged
Administrador financiero	Principios de administración; racionalización administrativa; matemáticas y matemáticas financieras; administración de personal; conducción de grupos; administración financiera; costos; planificación de la producción.	Centro de Productividad del Uruguay Sarandi 690 D 2do. Entrepiso Montevideo, Uruguay	100 sesiones de 2½ horas cada una comenzando en abril 1974	Experiencia como jefe o encargado de Área Español	-	US\$400
Principios fundamentales de administración	Naturaleza de la administración; planificación; organización; control; estándares; comunicaciones; motivación; mejoramiento de la capacidad gerencial.	Centro de Productividad del Uruguay Sarandi 690 D 2do. Entrepiso Montevideo, Uruguay	9 sesiones de 3 horas cada una Todos los meses de 1974	Nivel gerencial y mandos medios Español.	-	US\$100 aproximadamente
Análisis y control de la gestión financiera	El flujo de fondos (cash-flow). Relación costo - utilidad - volumen. El punto de equilibrio (break even point). Análisis de fuentes y usos de fondos. Análisis de balances, corrección y ajuste necesarios para detectar y aislar los efectos inflacionarios. Presupuestos de fondos o capital. Presupuestos de tesorería o caja.	Centro de Productividad del Uruguay Sarandi 690 D 2do. Entrepiso Montevideo, Uruguay	10 sesiones de 1½ horas cada una comenzando en mayo, julio, septiembre 1974	Nivel gerencial y mandos medios Español	-	US\$60

MANAGEMENT AND INDUSTRIAL ADMINISTRATION (Cont'd)

Course or Seminar	General description	Organizer; Venue	Duration	Qualifications; Language requirements	Last date for receipt of applications	Fee
Costos en la industria	Basee de costos; costo predeterminado; plan de cuentas y costos; sistema de costo directo; informe operacional; control de costos.	Centro de Productividad del Uruguay Sarandi 690 D 2do. Entrepiso Montevideo, Uruguay	12 sesiones de 2 1/2 horas cada una comenzando en mayo, junio, agosto, 1974	Nivel gerencial y mandos medios Español	-	US\$80
Desarrollo de la capacidad para dirigir	Diferencias individuales; personalidad y comportamiento; mejoramiento de las comunicaciones; mantenimiento de una disciplina efectiva; atención de quejas y reclamaciones; dirección y desarrollo del personal; la satisfacción y la moral en el trabajo.	Centro de Productividad del Uruguay Sarandi 690 D 2do. Entrepiso Montevideo, Uruguay	9 sesiones de 3 horas cada una Todos los meses de 1974	Nivel gerencial y mandos medios Español	-	US\$100
Planificación de la producción y gestión de materiales	Estándares básicos y preparación del trabajo; plan y programa de producción; gestión de stocks; aprovisionamiento; organización de depósitos; documentación utilizada.	Centro de Productividad del Uruguay Sarandi 690 D 2do. Entrepiso Montevideo, Uruguay	21 sesiones de 3 horas cada una comenzando en julio-agosto 1974	Gerentes, jefes de producción Español	-	US\$120
Organisation et gestion des entreprises	Liste partielle: cycles de formation maîtrise (technique, commerciale, administrative); cycle de perfectionnement responsables de services du personnel; direction par objectifs; définitions de fonctions, qualification des emplois et "merit rating"; développement organisationnel; sessions spécialisées: marketing, contrôle budgétaire, informatique, techniques de groupe, etc.	Centre de formation et de perfectionnement des cadres R.P. 10.196 Kinehasa R.P. 1788 Lubumbashi Zaire	Variable À discuter	Junior ou senior managers, inscriptions aux activités par l'employeur. Français	-	30 \$ à 300 \$ selon niveau et durée

MARKETING AND EXPORT PROMOTION

Dirección comercial	Estrategia empresarial: la empresa y su entorno; estructura y objetivos; planificación y selección de planes; economía general y estructura económica; comportamiento del consumidor; psicología; estadística; geografía; business game. Estrategia comercial: el plan de marketing; objetivos y políticas; producto; formación de precios; canales de distribución y sistemas de venta; distribución física; publicidad y promoción; acción de ventas - técnicas y personal; informática; materias instrumentales. Las decisiones comerciales: marketing mix; análisis y discusión de casos reales; business game comercial; compras; comercio exterior; análisis - seguimiento de un caso real.	Escuela de Organización Industrial (E.O.I.) Av. de la Moncloa, s/n Ciudad Universitaria Madrid - 3, España	8 meses comenzando en septiembre	Curso destinado a directivos y técnicos con experiencia en dirección comercial, ventas, investigación de mercados, publicidad, compras, promoción de ventas, comercio exterior, etc. Español	-	15.000 pesetas
European marketing	The marketing concept; developing communication strategies; selecting channels of distribution; pricing strategy; product policy; marketing planning; multinational marketing strategy; national vs foreign competition; multinational organizational strategy and planning.	INSEAD Blvd. de Constance 77305 Fontainebleau France	3 weeks commencing 18 August 1974	7-25 years business experience. English	30 June 1974	Fr.F. 7,000

MARKETING AND EXPORT PROMOTION (Cont'd)

Course or Seminar	General description	Organizer; Venue	Duration	Qualifications; Language requirements	Last date for receipt of applications	Fee
Strategic planning in action	Strategic planning process; strategy and the chief executive officer; setting corporate objectives; strategy concepts; planning units and market segmentation; product life cycle in setting corporate strategy; market share as a key determinant of strategy; experience curves, economics of scale and joint costs and their effect on strategy determination; "Gap" analysis; product/market strategies; acquisitions and mergers.	INSEAD Blvd. de Constance 77305 Fontainebleau France	2 weeks commencing 16 June 1974	Serious interest in strategic planning process. English	31 May 1974	Fr.F. 4,000
Export promotion and marketing	Advanced theoretical training (seminar) in the fundamentals and uses of the techniques of modern market-oriented management. Subjects covered include: management planning; planning as a management function, planning systems, methods and techniques of management planning, planning budgeting, planning practice; marketing strategy; the market of the future, marketing functions of management; marketing practice: market research, market analysis, concept and planning in marketing, practical marketing, marketing mix, marketing action plans, success control in marketing, marketing information systems; theory of foreign trade: including public foreign trade laws and the problems of international traffic and transportation, international financial transactions and goods transport. Training methods used during the seminar: reports, case studies, business games, group work and subject discussion. Advanced practical training with German firms according to facilities available. Particular wishes as to branch of business and location cannot always be considered. Study visits to trade fairs and events.	Carl Duisberg-Gesellschaft Hohenstaufenring 30-32 5 Köln 1, in co-operation with Central Office for Employment and Bremen Economic Research Committee Federal Republic of Germany	10 months (including 4 months language tuition) to be arranged	University degree and at least 4 years practical experience. Managerial position in firm sponsoring candidate. Undertaking by firm to re-employ. Candidates with long experience in a post and marketing will also be considered. German	-	To be arranged
Inter-regional programmes in international marketing	International marketing environment; national environment for international marketing; functional aspects of international marketing.	Indian Institute of Foreign Trade H-24, Green Park Extn. New Delhi - 110016 India	8 weeks including 4 weeks study tour. Commencing Jan.	Senior export executives or export promotion officers with several years experience. Age: 30-50. English.	-	Rs. 3,000 (exclusive of study tour)
Inter-regional programmes in trade policy and export promotion	Economic development and foreign trade of developing countries; foreign trade and trade policies; instruments of trade policy; trade policies, aims, formulation, execution; export promotion policy and techniques; international institutions and trade policies; international shipping and trade policy.	Indian Institute of Foreign Trade H-24, Green Park Extn. New Delhi - 110016 India	8 weeks including 4 weeks study tour. Commencing Jan.	Senior government officers directly concerned with trade policy or export promotion. English	-	Rs. 3,000 (exclusive of study tour)
Marketing management	Aspects of marketing (10 hrs.); marketing analysis (10 hrs.); sales promotion (10 hrs.); sales planning and control (10 hrs.); purchasing and storage (10 hrs.); distribution (10 hrs.); pricing method (10 hrs.); import and export (20 hrs.); discussion (20 hrs.).	The vocational and Managerial Training Centre Jl. Jend. Oulot Subroto 218 Bandung, Indonesia	4 weeks commencing 15 March 1974	University degree and 3 years experience in sales and marketing English	February 1974	Rp. 15,000
Export promotion	Study of strategies and instruments of export promotion of industrial products, taking as an example the case of Israel. Lectures, discussions and observation tours in industries, terminals, etc.	Ministry of Trade and Industry Jerusalem, Israel	1 month commencing January 1974	University degree and experience in field of export promotion or industry. English	-	To be arranged

MARKETING AND EXPORT PROMOTION (Cont'd)

Course or Seminar	General description	Organiser; Venue	Duration	Qualifications; Language requirements	Last date for receipt of applications	Fee
Direction du marketing & l'exportation	Théorie et pratique du commerce international; techniques de marketing appliquées au commerce international; planification du marché; planification du produit; distribution; promotion des ventes; activités fonctionnelles; science du management.	Centre international de perfectionnement professionnel et technique Corso Unità d'Italia, 140 Turin, Italie	12 semaines A convenir	Cadres travaillant dans les services de marketing et d'exportation d'entreprises et de co-opératives exportant des produits agricoles et des produits industriels, avec au moins 5 ans d'expérience comme cadre dans le domaine du marketing. Age 30 à 45 ans. Français	-	A discuter
Dirección de la comercialización internacional	Teoría y práctica del comercio internacional; las técnicas del "marketing" aplicadas al comercio internacional; planificación del mercado; planificación de los productos; distribución; actividades promocionales; actividades funcionales; ciencia de la gestión empresarial.	Centro Internacional de Perfeccionamiento Profesional y Técnico Corso Unità d'Italia, 140 Turin, Italia	12 semanas A discutir	Directivos de servicios de la comercialización y exportación, directores y funcionarios de cooperativas agrícolas y funcionarios superiores de organizaciones públicas y privadas que se ocupan de la comercialización para la exportación; con un mínimo de 5 años de experiencia como personal directivo en el campo de la comercialización. Edad: 30 a 45 años. Español	-	A petición
Distribution management	Concepts and theory; warehousing; transportation and delivery; distribution channels; general distribution management and administration.	International Centre for Advanced Technical and Vocational Training Corso Unità d'Italia, 140 Turin, Italy	12 weeks To be arranged	Marketing managers, sales managers, distribution and transport managers or warehouse managers with at least 3 years experience in marketing, sales or distribution. Age: 25-45. English	-	To be arranged
Export marketing management	Theory and practice of international trade; marketing techniques applied to international trade; market planning; product planning; distribution; sales promotion; functional activities; management science.	International Centre for Advanced Technical and Vocational Training Corso Unità d'Italia, 140 Turin, Italy	12 weeks To be arranged	Marketing and export executives from enterprises (and co-operatives) exporting agricultural and industrial products, with at least 5 years management experience in the field of marketing. Age: 30-45. English	-	To be arranged
Marketing management	Marketing and economic development; marketing concept; export marketing concept; marketing management; marketing research and analysis; marketing planning and control; the promotional activities - marketing communications; the financial aspects of marketing management.	International Centre for Advanced Technical and Vocational Training Corso Unità d'Italia, 140 Turin, Italy	12 weeks To be arranged	Marketing, distribution, sales or advertising managers, or executives in other fields of management interested in familiarising themselves with marketing techniques; at least 5 years experience in marketing or main functional management. Age: 30 - 45. English	-	To be arranged

MARKETING AND EXPORT PROMOTION (Cont'd)

Course or Seminar	General description	Organizer; Venue	Duration	Qualifications; Language requirements	Last date for receipt of applications	Fee
International marketing and export promotion	Export marketing; marketing techniques; export practice; market research; product management; financing of exports. Case studies and practical work.	I.C.E.E. Institute for Foreign Trade 21 Via Lazio Rome, Italy	10 weeks commencing September 1974	Government officials and entrepreneurs from developing countries. English	31 May	nill
Export marketing	Introduction - structure of and trend in world trade; Japan's export promotion activities; government measures for export promotion; quality control for export; assistance to small-scale industries; development of personnel for export marketing; market research.	Asian Productivity Organization Aoyama Daiichi Mansions, 4-14, Akasaka 8-chome, Minato-ku, Tokyo 107 Japan	6 weeks commencing not yet arranged	Marketing consultant or export promotion officer with a university degree; 5 years experience in the field of marketing; 30 - 45 years of age. English	2 months in advance	US\$100 - \$200
Marketing and distribution	Marketing management (the marketing concept, the markets, market research, pricing, strategy, advertising and sales promotion); product planning (product policies, product line management, branding, new products development); marketing planning; organization of marketing and sales (marketing function, organization for marketing, organization for sales, channels of distribution, physical distribution, advertising and sales promotion); export marketing.	Management Development and Productivity Centre, Damascus, Syrian Arab Republic	1-3 weeks commencing dates to be announced in 1974	Marketing managers Arabic	-	-
Formación y perfeccionamiento de ejecutivos de marketing	Conceptos de comercialización; diferentes tipos de mercado; investigación en comercialización; producto; precio; distribución; promoción y publicidad; ventas; proceso de decisiones gerenciales; comercialización internacional.	Centro de Productividad del Uruguay Sarandi 690 D 2do. Entrepiso Montevideo, Uruguay	100 sesiones de 2 horas cada una comenzando en Julio 1974	Jefes o encargados sector comercialización Español	-	US\$350
Seminario y prácticas de marketing	Conceptos modernos de marketing; investigación en comercialización; estrategia del producto; concepto de precios; canales de distribución; administración de ventas; publicidad; problemas de packaging; cómo lanzar un producto; principios de gerencia en marketing.	Centro de Productividad del Uruguay Sarandi 690 D 2do. Entrepiso Montevideo, Uruguay	20 sesiones de 2 horas cada una comenzando en junio, octubre, noviembre 1974	Gerente y jefes de ventas, promoción y publicidad Español	-	US\$120

PLANT DESIGN

Industrial design	Examen de l'évolution des idées et des organismes de promotion en Belgique. Situation actuelle; aspects économiques et socio-culturels. Organismes promoteurs: Institut belge pour le développement de l'Industrial Design. Champs d'activité (documentation, librairie, travaux d'enquête); examen des programmes et rapports d'activité de 1964 à 1971 de l'Institut belge. Design Centre créé par l'Institut belge en 1964. Collabore avec l'Office belge du commerce extérieur: fonctionnement; contacts éventuels avec exposants; professionnels; enseignement; fédérations professionnelles; entreprises.	Institut belge pour le développement de l'Industrial Design, Bruxelles, Belgique	1 mois Date de commencement indifférent (sauf juillet-août)	Cadres d'organismes nationaux de promotion, designers, ingénieurs techniciens ou en construction, toutes autres personnes spécialisées en Industrial Design et possédant une formation universitaire ou assimilée Française, néerlandaise, anglaise	3 mois avant le cours	A déterminer suivant les cas
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PLANT DESIGN (Cont'd)

Course or Seminar	General description	Organizer; Venue	Duration	Qualifications; Language requirements	Last date for receipt of applications	Fee
Introduction to industrial design for the small industries entrepreneurs	Design consideration of small scale industries; small production runs; design as tool for innovation; design as tool for material substitution; Design as tool for production economy.	National Institute of Design Paldi Ahmedabad 7 India	1 month commencing Nov. 1974	Candidates interested in entrepreneurship for secondary manufacturing units English	To be announced later	Rs. 150 00

PRODUCT DESIGN AND PACKAGING

Emballage	Étude des spécifications belges et étrangères en matière d'emballage; méthodes de contrôles et d'essais sur emballages et matériaux d'emballage; la documentation et l'information; stage dans le laboratoire de recherches; travaux en laboratoire de toxicologie; tests de migration, de dosage des divers matériaux; étude des critères de toxicité; stage dans les laboratoires de chimie et chambres climatiques; stage dans le laboratoire de physique; stage dans le laboratoire d'essais mécaniques; visites de différentes usines belges travaillant dans les secteurs - papier, carton, verre, aluminium, bois, plastiques, textiles, matériaux complexes.	Institut belge de l'emballage (asbl) 15 rue Picard, Bruxelles 2, Belgique	Variable suivant le degré de perfectionnement souhaité (15 jours à 4 mois) Date de commencement toute l'année (sauf juillet - août)	Ingénieur ou ingénieur technicien Français	3 mois & l'avance	A fixer suivant les cas
Product design and packaging	Nature of design; introduction to product design and packaging; presentation techniques; basic product and packaging design; professional development and management.	The Design Centre, Federation of Hong Kong Industries, Hong Kong	5 weeks commencing July	Staff actively engaged in product design and packaging. English	1 month before start of course	\$8650
Design for export	Relation of design with craft tradition; designer's special skill in propagating traditional skills and materials into quantity production export items; industrial design and the international market scene; the role of international design bodies such as ICSID.	National Institute of Design Paldi Ahmedabad 7, India	1 month commencing Nov. 1974	Candidates from the managerial marketing cadre interested in export manufacturing English	To be announced later	Rs. 150.00
Product design technology	Introduction to product design functions; design and production analysis; analysis of market, cost-and-income, performance and quality variables; work simplification; standardisation and variety reduction; value engineering, material substitution, quality costs; basic principles of aesthetics as applied to design functions.	Asian Productivity Organization Aoyama Daiichi Mansions, 4-14, Akasaka 8-chome Minato-ku, Tokyo 107 Japan	6 weeks	Design engineer in manufacturing or product design trainer/consultant, with a degree in mech/production engineering, and 2 years related experience; 30 - 40 years of age. English	2 months in advance	US\$150-\$350

QUALITY CONTROL AND STANDARDIZATION

Course or Seminar	General description	Organizer; Venue	Duration	Qualifications; Language requirements	Last date for receipt of applications	Fee
Normalisation	Définition, prémisses, philosophie, motivation, objectifs et aspects économiques de la normalisation; organismes de normalisation; normalisation internationale, multinationale, nationale, d'un secteur d'industrie, d'entreprise; élaboration des normes; étude d'exemples typiques; de normes, de terminologie et de définitions, de représentation graphique, de spécification de produits (composition, propriétés physiques et chimiques, forme, dimensions, qualité); de méthodes de mesure, d'essai et de contrôle, de sécurité, de procédure, codes de bonne pratique, check-lists; application de la normalisation dans les entreprises; inventaire, nomenclature, spécification, classification et codification des matières et articles, réduction de la diversité; procédures d'analyse de la valeur appliquées à la normalisation; documentation et bibliographie.	Comité belge de la normalisation d'entreprise, Avenue de la Truie, 30, Bruxelles 4, Belgique	2 à 3 semaines	Formation technique de degré moyen; le cours est principalement destiné à ceux qui seront appelés à appliquer la normalisation, notamment dans la gestion des entreprises. Français ou néerlandais.	-	A discuter
Control e inspección de materiales	Técnicas de inspección de materiales	Centro Nacional de Investigaciones Metalúrgicas (CENIM) Ciudad Universitaria Madrid 3, España	Mes y medio variable	Técnicos con experiencia o estudiantes universitarios Español	-	A convenir
Análisis instrumental	Cromatografía y pirocromatografía (1 semana); espectrofotometría AA (1 semana); espectrofotometría IR (1 semana); análisis elemental cuantitativo y orgánico funcional cualitativo (2 semanas); determinación de pesos moleculares (1 semana).	Instituto Nacional del Carbón y sus Derivados Plaza B. Paraíso 1 Zaragoza, España	6 semanas a partir del 1º enero 1974	Título superior Español	-	1.000 pesetas por curso/semana
Racionalización y normalización	Dirección de la producción. Curso superior de normalización. Organización del trabajo administrativo en la empresa. Aplicaciones prácticas de la I.O. en la empresa. Gestión de la calidad. Análisis del valor. Valoración del trabajo administrativo. La estructura de salarios en la empresa. Planificación y gestión de la normalización. Dirección de personal. Nomenclatura y codificación en la empresa. Toma de decisiones en la empresa, en condiciones de riesgo e incertidumbre. Planificación a medio y largo plazo. Fiabilidad en la industria electrónica. Dirección de empresas multinacionales. La responsabilidad social de la alta dirección y la fijación de objetivos en la empresa. La dirección por objetivos. Política del producto. Programa Cero Defectos, etc.	Instituto Nacional de Racionalización y Normalización Serrano 150 Madrid 6, España	Variable (entre una semana y tres meses) No establecidas todavía	Postgraduados. Personal directivo y técnico de empresa o de la administración. Español	-	Variable
Normalisation - contrôle de la qualité	Etude des méthodes du contrôle de la qualité et de leur mise en oeuvre dans les centres techniques, laboratoires et entreprises.	ACTIM 64 rue Pierre Charron Paris 8e France	7 semaines à partir du 1er avril 1974	Ingénieurs chargés des services de contrôle de qualité, fabrication, achats, essais, etc. Français	octobre 1974	Fr.F. 3 000

QUALITY CONTROL AND STANDARDIZATION (cont'd)

Course or Seminar	General description	Organizer; Venue	Duration	Qualifications; Language requirements	Last date for receipt of applications	Fee
Normalisation et contrôle de qualité	Etude des méthodes du contrôle de la qualité et de leur mise en oeuvre dans les centres techniques et les entreprises. Etude des services chargés de l'application des normes dans les instituts de normalisation et les entreprises. Les notions de calcul statistique auxquelles font appel ces méthodes de contrôle seront seulement évoquées de façon rapide.	ACTIM et AFNOR 64 rue Pierre Charron Paris 8ème France	6 semaines à partir du 6 avril 1974 Stage pour 1975 non encore fixé	Ingénieurs responsable du contrôle de la qualité, d'un service après-vente, d'un ser- vice achats, ou d'essais de laboratoires Français	-	A discuter
Formation à la normalisation	Généralités sur la normalisation; procédure d'élaboration des normes; diffusion de la normalisation; application des normes; marques de conformité aux normes.	AFNOR Tour Europe Cedex 92080 Paris La Defense, France	10 semaines Non encore fixé	Ingénieurs et techniciens appelés à participer à des travaux de normalisa- tion sur le plan national, professionnel ou d'entre- prise. Français	-	A discuter
Industrial quality control	Quality control concepts; specification and economics of quality; product inspection; statistical methods; quality control charts; acceptance sampling; quality assurance; organization for quality control; case studies.	Hong Kong Management Association 26 Canal Road West Hong Kong	Variable commencing 3 times a year 1974 and 1975	Factory Engineers English	-	To be arranged
Training and standardization for developing countries	During the study phase, the trainees will participate in group discussions and workshop sessions on principles and methodology of standardization and observe the application of the principles in the work of ISI. They will also be given the opportunity to attend meetings of ISI technical committees engaged in the formulation of national standards. The practical phase will include visits to industrial establishments, test houses, etc., all over the country for assessment of the impact of standardization and certification marking efforts on trade and industry of the country. At the end of the programme, each trainee is required to write a report to indicate in what manner the knowledge acquired in the training could be utilized in his own country. The report is reviewed by the faculty members with the trainee to ensure that the suggestions are of practical value to the sponsoring government.	Indian Standards Institution Manak Bhavan 9 Bahadur Shah Zafar Marg New Delhi - 1, India	15 weeks commencing November each year	Science, technology or engineering graduates with experience in standardization. Those in national standardiza- tion activities will be given preference. English	15 September	None
Standardization	Standardization: establishment of standard specifications for industrial products, follow-up and testing in chemical, mechanical and electrical fields. Programme consists of lectures, laboratory demonstrations and visits to factories.	Institute of Standards and Industrial Research of Iran, Tehran - Karadj, Iran	2 to 4 weeks to be arranged	Graduate engineers English or Farsi	-	None
Industrial standardization and quality control	Essentials of standardization; national standardization; regulatory standards (safety, hygiene, etc.); legal metrology; company standardization; outline of quality control and reliability; presentation of data; introduction to statistical methods; control charts; measurement; test and analysis; sampling inspection; methods of sampling; designation of experiments; standardization in design of quality; product specification; production planning and control; certification mark system and informative labelling system; export inspection system; international and regional co-operation of standardization activity; publicity and training concerning standardization; technical visits (12 days); in-plant training (2 days); observation tour (6 days).	Japanese Industrial Standards Committee (JISC) c/o Standards Dept., Ministry of International Trade and Industry 3-1, Kasumigaseki, 1, Chiyodaka, Tokyo, Japan	3 months commencing 1 Jan. each year	University graduates or equivalent technical knowledge, nominated by their governments and engaged in industrial standards engineering at National Standards Body. English or Japanese	Early October	None

QUALITY CONTROL AND STANDARDIZATION (Cont'd)

Course or Seminar	General description	Organizer; Venue	Duration	Qualifications; Language requirements	Last date for receipt of applications	Fee
Cement and cement products testing	Cement testing; cement products evaluation.	National Industrial Standards Research Institute 199, Dong Soong Dong Chongno-ku Seoul, Republic of Korea	To be arranged	Graduatee in ceramic engineering or chemistry. To be arranged	-	To be arranged
Ceramic products property measurements	Thermal property measurements; mechanical property measurements; ceramic products evaluation.	National Industrial Standards Research Institute 199, Dong Soong Dong Chongno-ku Seoul, Republic of Korea	To be arranged	Graduates in ceramic engineering, chemical engineering or chemistry. English	-	To be arranged
Electronic components testing methods	Training in principles and processes of electronic instruments and sampling methods of electronic components.	National Industrial Standards Research Institute 199, Dong Soong Dong Chongno-ku Seoul, Republic of Korea	To be arranged	B.Sc. English	-	To be arranged
Property measurements of plastics	Mechanical property measurements; chemical property measurements; physical property measurements; plastic products evaluation.	National Industrial Standards Research Institute 199, Dong Soong Dong Chongno-ku Seoul, Republic of Korea	To be arranged	Graduatee in chemistry or chemical engineering. English	-	To be arranged
Course for industrial quality instructors	Applied statistics; production quality control; integrated quality control; process analysis; operations research; transmission of knowledge.	Bouwcentrum Weena 700 Rotterdam, the Netherlands	20 weeks commencing Jan. 1974 and 1975 Aug. 1974 and 1975	At least B.Sc. and 3 years experience. English	2 months before each course	£1000/week
Standardization	A week of general introductory talks on the structure and organization of BSI and the operation of its various departments. A period of attachment to the relevant technical department. For this, students with advanced qualifications, and a good working knowledge of English are preferred, so that they may take an active part in the work of the department. Visits to Government Departments, the National Physical Laboratory, the BSI Hemel Hempstead Centre and other testing agencies, trade associations, research laboratories, certifying bodies and individual firms in the industries concerned.	British Standards Institution 2 Park Lane. London W1A 2BS England, United Kingdom	1 to 6 weeks To be arranged	Relevant technical qualifications in standardization. English	-	£100 per week (no fee for first week for personnel from overseas standard bodies)
Compras	Determinación y control de la calidad; Determinación y control de la cantidad; presupuestos de compra; políticas de compra; imprece y registros; funciones y estructura de la oficina de compra; evaluación de la gestión de compra.	Centro de Productividad del Uruguay Sarandi 690 D 2do Entrepico Montevideo, Uruguay	14 sesiones de 2 1/2 horas cada una comenzando en mayo y septiembre de 1974	Gerentes de producción, jefes de compra, compradores Español	-	US\$120

SMALL-SCALE INDUSTRIES AND ENTREPRENEURSHIP

Course or Seminar	General description	Organizer; Venue	Duration	Qualifications; Language requirements	Last date for receipt of applications	Fee
<p>Petites et moyennes entreprises (formation de conseillers d'entreprises)</p>	<p>I. Introduction - l'économie belge. II. Gestion financière. Le bilan, témoin de la structure financière; le compte de pertes et profits, témoin de la rentabilité globale; le compte d'exploitation, témoin de la rentabilité propre; les techniques utilisées pour évaluer la structure financière et la rentabilité; les sources de financement. E. D'exploitation: direct costing; rentabilité des investissements. C. Administrative et comptable. la comptabilité dans les PME; les systèmes administratifs; le traitement de l'information. B. Industrielle: planning de l'approvisionnement; planning de la production. E. Commerciale: les problèmes de communications; le concept "marketing", le marketing mix; les études de marché; le produit; la promotion commerciale; la vente; problèmes particuliers: les exportations. Le programme des cours est adapté en fonction de l'intérêt des étudiants pour tenir compte notamment des besoins particuliers des pays en voie de développement.</p>	<p>Institut économique et social des classes moyennes à Bruxelles; c/o Administration Générale de la coopération au développement, Place du Champ de Mars 5, Bruxelles Belgique</p>	<p>5 mois à arranger</p>	<p>Etre en possession d'un diplôme universitaire légal ou scientifique, de préférence de licencié en sciences économiques ou d'administration des entreprises, ou d'un diplôme d'ingénieur commercial ou équivalent. Age maximum 30 ans. Français</p>	-	A discuter
<p>Section Industrielle des petites et moyennes entreprises</p>	<p>Le cycle a pour but d'assurer une formation complémentaire à des cadres d'organismes de promotion de la petite et moyenne entreprise industrielle. Le perfectionnement est axé sur la gestion financière, le calcul de prix de revient et la comparaison inter-entreprises. Il se compose de cours théoriques et de stages dans des bureaux d'ingénieurs conseils et entreprises industrielles.</p>	<p>Institut économique et social des classes moyennes Bruxelles, Belgique</p>	<p>3 mois à partir du 15 avril</p>	<p>Etudes universitaires à orientation commerciale ou économique ou formation pratique équivalente acquise par une fonction de cadre dans une entreprise. Français ou néerlandais</p>	15 février	A déterminer selon les cas
<p>Travaux et séminaires d'entreprises industrielles et commerciales</p>	<p>1. Séminaires d'études de cas (3 mois et demi) sur: l'économie; la communication et la créativité; la gestion financière; le marketing; l'organisation de l'entreprise. 2. Visites d'organismes (2 semaines) d'entreprises industrielles, organisations professionnelles, etc. 3. Stages (1 mois). (Ces cours sont sanctionnés par un examen oral et écrit. But du cycle: former des conseillers en action pour la petite et moyenne entreprise industrielle).</p>	<p>Institut économique et social des classes moyennes Bruxelles, Belgique</p>	<p>5 mois à partir du 15 mai et 15 octobre</p>	<p>1. Avoir un diplôme (docteur ou licencié en sciences économiques ou commerciales ou une licence en administration des entreprises); 2. Avoir une expérience professionnelle de 2 à 5 années. 3. Posséder les aptitudes à remplir un rôle de conseiller (contact humain, persuasion). 4. Etre âgé de 25 à 40 ans. Français (connaissance de base suffisantes) ou néerlandais.</p>	4 mois au moins avant le début du stage	A déterminer suivant les cas
<p>Desarrollo de la pequeña y mediana industria</p>	<p>El curso consistirá de tecnología a la pequeña y mediana industria colombiana a través de la consultoría tecnológica de mercados, filosofías, limitaciones, ventajas y perspectivas. Tecnología de producción. Administración de producciones, desarrollo tecnológico, adaptación de tecnologías más avanzadas, técnicas de producción. Tecnología contable financiera. Administración financiera, herramientas prácticas de banca financiera, fuentes de crédito, transacciones bancarias.</p>	<p>FICITEC Carrera 11 A. 69-75, Bogotá Apartado Aéreo 27872 Colombia</p>	<p>6 meses A discutir</p>	<p>Título universitario en administración de empresas o ingeniería o equivalente. Dos años de experiencia en campo afín. Español.</p>	-	US\$2.500

SMALL-SCALE INDUSTRIES AND ENTREPRENEURSHIP (Cont'd)

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Course or Seminar	General description	Organizer; Venue	Duration	Qualifications; Language requirements	Last date for receipt of applications	Fee
Introduction to industrial design for the small industries entrepreneur	Design consideration of small-scale industries; small production runs; design as tool for innovation; design as tool for material substitution; design as tool for production economy	National Institute of Design Palda, Ahmedabad 7, India	1 month commencing Nov. 1974	Candidates interested in entrepreneurship for secondary manufacturing units. English	To be announced later	Rs. 150.00
Small industry management consultancy	Management concepts and techniques; the economic environment and the role of management development therein; business policy, investment appraisal and techniques for planning and control of management; marketing and sales; management accounting and sales; production and industrial engineering; organization and labour. Consultancy skills and practices; application of techniques for analysis and diagnosis; consultancy practices. Organizing management consultancy service.	SIET (Small Industry Extension Training Institute) Hyderabad, India	15 weeks commencing September	University graduates with at least 2 years experience in institutions or agencies concerned with assistance, advice or training for small industry. English	July	US\$1,200
Small industry promotion in developing economies	Economic growth; industrialization process; role of small industries; small industry development programme in India; organizational network for small industry - promotion - government, quasi-government and non-government organizations for promoting small industries in India; economic investigation and analysis; organizing and working for small industry; visits to small industry promotion agencies and organizations as well as concentrations of small industries.	SIET (Small Industry Extension Training Institute) Hyderabad, India	10 weeks commencing September	Considerable experience in policy-making or programme implementation in ministries, agencies or development organizations concerned with promotion, servicing and assisting of small-scale industry, including traditional and cottage industries and existing and prospective entrepreneurs. Participants should be in age group 24-40 years. English.	July	US\$800.00
Handicrafts for home industries and co-operative marketing	Training in promotion of crafts through modern methods of production, management and marketing, adaptation of traditional skills and patterns to modern demand, teaching methods and market research.	International Training Centre for Community Service, Mount Carmel Haifa, Israel	4-5 months, including practical work commencing Oct. 1974	Participants should be engaged in instruction, promotion or administration of crafts, cottage or other small-scale industries. English	-	To be arranged
Small industries development	To be selected from: credit facilities for small industries; marketing problems of small industries; sub-contracting for small industries; transfer of appropriate technologies; industrial relations in small industries.	Asian Productivity Organization Aoyama Daiichi Mansions 4-14, Akasaka 8-chome Minato-ku, Tokyo 107 Japan, and other Asian countries	3 months not yet finalized	Oshikawa fellowship for university professor or researcher; preferably holding doctorate and with considerable experience in research activities. Upon completion of the project, the fellow is required to submit a comprehensive research paper. English	2 months in advance	None

SMALL-SCALE INDUSTRIES AND ENTREPRENEURSHIP (Cont'd)

Course or Seminar	General description	Organizer; Venue	Duration	Qualifications; Language requirements	Last date for receipt of applications	Fee
Small industries	Teaching various ways in which the university, banks, government and corporation officials can be of help to small-scale businessmen by means of research, finance, extension services, counselling, consultation etc. Familiarising small-scale businessmen with the various techniques of running their business on modern lines.	Industrial Research Unit University of Ife Ife, Nigeria	10-15 days commencing April 1974 and 1975 July 1974 and 1975	Students, officials, financiers and those interested in small-scale industries. English	February and May of each year	About \$60
Small industries	Analytical techniques required by a consultant - financial analysis; production planning and control; materials management; marketing and sales analysis; organization analysis; selected techniques of work study; consulting methodology; consulting practice sessions; training methodology; project feasibility study; assignment at consulting firms/institutes.	Asian Productivity Organization Aoyama Daiichi Mansions 4-14, Akasaka 8-chome Minato-ku, Tokyo, Japan and the Philippines	18 weeks commencing mid-1974 mid-1975	Management consultant/trainer with university degree or equivalent; 5 to 10 years experience in management consulting/training; 30 to 45 years of age; English	2 months in advance	US\$150-\$350
Management	Introduction to business management; marketing management; production management; accounting and financial management; personnel management and industrial relations; integration (integrated plant survey).	Institute for Small-Scale Industries (UP-ISSI) University of the Philippines, Quezon City the Philippines	4 months commencing 15 Feb. 5 Sept.	University diploma or business experience. English	1 month in advance	US\$300
Management consultancy	The Management Consultancy Course aims to train consultants in the organization, operation, management, promotion and development of small-scale industries. Through lectures, classroom discussions and exercises, factory visits, a one-week in-plant exercise, industry study and management games, the participants are exposed to the principles, problems and techniques of modernizing small-scale industries. The following areas are covered: business management principles, marketing, export production, finance and personnel management, project preparation and evaluation. Part of the Course is a fieldwork which is designed to provide individual practical training in observing, studying and obtaining first-hand information about the critical elements of modern small factories. Each participant will make a thorough analysis of the factory's problems and present workable recommendations for actual adoption by the same factory. This course also includes a two-week exercise on project development and integrated management games.	University of the Philippines, Institute for Small-Scale Industries (UP-ISSI), Quezon City the Philippines	7 months commencing first week of May to last week of Nov.	This course is open to holders of Bachelor's or Master's degrees or their equivalent from recognized universities or colleges. A flexible set-up allows for participation of engineers, economists as well as graduates in social, administrative and other sciences. Preference will be given to applicants who have at least a year of experience in any regional, provincial and municipal development board. All classroom lectures and discussions will be conducted in English.	End of March	f.1,000 for local participants \$800 for foreign participants
Entrepreneurship	Selection and training of entrepreneurs	East-West Technology and Development Institute Hawaii, United States of America	4 weeks commencing 30 October	Trainers and instructors concerned with the training of entrepreneurs in a university or related training institution and small business entrepreneurs. English		To be arranged

TRAINER DEVELOPMENT

Course or Seminar	General description	Organizer; Venue	Duration	Qualifications; Language requirements	Last date for receipt of applications	Fee
Seminaires pour dirigeants et professeurs de centres de management d'Amérique Latine	Le management d'un "management training centre": l'organisation, la promotion et le marketing des formes d'enseignement, le financement, la recherche, la formation et le recrutement des professeurs. La coordination entre centres d'un même pays et de mêmes continents aux plans des programmes de cours et de recherches, de l'échange d'expériences, informations et professeurs et au plan de la formation des professeurs et chercheurs. La collaboration entre centres d'une part et universités et entreprises d'autre part. La connaissance des besoins de formation des entreprises et l'adaptation des programmes des centres. Transfert d'expériences et de documentation sur des sujets spécialisés: cours, méthodes ou recherches.	Co-organisateur: FONDS Léon A. Hekaert Rue Préderode 2, 1000 Bruxelles, Belgique or Gouvernement Belge Belgique	Environ 2 mois à partir de la fin d'octobre (périodicité annuelle)	Les participants devraient être dirigeants de centres de perfectionnement, c'est-à-dire des per- sonnes qui participent à la définition des politiques et qui se consacrent full time à ce centre comme directeur, chercheur ou professeur. Être titulaires d'un diplôme universitaire, avoir suivi un enseigne- ment spécialisé sur le "management" et posséder une expérience suffisante dans les centres de perfectionnement. Présenter des garanties quant à la poursuite d'une collaboration d'une certaine durée, avec leur centre. Leur participation au projet doit être approuvée par les autorités de leur centre. Le centre auquel appartient le participant devrait, outre des séminaires et cours pour dirigeants d'entreprises, exercer une activité de recherche ou expérimentation en management. La connaissance du français et de l'anglais est exigée.	-	Néant
Trainer development	Training needs; developing training objectives and planning training strategy; designing a training programme; the training group and the climate; training methods; individual and group assignments; communication in training; study tour of training institutes in Hyderabad and other cities in India.	SIET (Small Industry Extension Training Institute Yousufguda, Hyderabad 45 (A.P.) India	7 weeks commencing October	Persons actively engaged in training in institutes offering training in management, administration, development, etc. Participants should be less than 45 years of age. English	August	US\$200.00

OTHER TRAINING OPPORTUNITIES

Stages dans l'industrie	Stages individuels ou de groupes restreints organisés dans divers secteurs industriels ou non industriels, et notamment: industries électrique sidérurgique, charbonnière, cimentière; métaux non ferreux - fabrications métalliques (matériel mécanique, électrique et produits métalliques divers) - construction automobiles; industrie du bois, textile, produits chimiques, transports maritimes et aériens, banques. Ces stages visent à donner aux boursiers un complément de connaissances ou d'informations techniques dans leurs secteurs respectifs d'intérêt.	Commission de la FIB "Coopération avec les pays en voie de développement" 4 rue Ravenstein, B-1000 Bruxelles, Belgique diverses régions	De 1 à 2 mois suivant les cas à arranger	-	-	-
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Course or Seminar	General description	Organizer; Venue	Duration	Qualifications; Language requirements	Last date for receipt of applications	Fee
Manutention - implantation - distribution	Les techniques d'analyse et de mesure du travail en manutention; la conception des implantations industrielles; mécanisation et automatisme dans les manutentions; l'organisation des stockages industriels et de distribution; la gestion des manutentions dans le contexte de l'entreprise; conclusions générales. Cet enseignement est basé essentiellement sur des travaux pratiques. De plus, il doit être illustré de façon concrète par de nombreuses visites d'entreprises belges ayant des réalisations intéressantes dans ce domaine.	Institut de formation aux techniques d'implantation et de manutention (IPTIM) c/o Administration générale de la coopération au développement, Place du Champs de Mars 5 Bruxelles, Belgique	1 à 2 mois Date de commencement indifférent (sauf juillet-août)	Cadres techniciens ou ingénieurs ayant au moins 5 ans d'expérience industrielle. Français	3 mois au moins avant la date de commencement du stage	A déterminer selon les cas et le nombre de participants
Training in industry	The Bulgarian authorities are prepared to organize individual or group training programmes in: alkaloids; automation of programming; fats-analysis; hydraulic equipment.	Ministry of Foreign Affairs Sofia, Bulgaria	Variable	University degree English, French or Russian.	-	-
Formation dans l'industrie	Les autorités bulgares sont disposées à organiser des programmes de formation individuels ou en groupe dans les domaines suivants: alcaloïdes; automatisation de la programmation; analyse des corps gras; équipement hydraulique.	Ministère des affaires étrangères, Sofia, Bulgarie	Variable	Diplôme universitaire Anglais, français ou russe.	-	-
Ingeniería de petróleos	El tema específico lo da el conferencista	Universidad Industrial de Santander Apartado Aéreo 678 Pucaramanga, Santander Colombia	15 días se celebrará durante un mes de verano	Se requiere que el participante sea profesional o esté cursando último año de estudios universitarios. Español	-	US\$275
Cromatografía de cambio iónico, de gases de capa fina	Forma parte de un grupo de cursos de instrumentación dedicados a la formación de técnicos para la industria de tensioactivos.	Instituto de Tecnología Química y Textil Jorge Girona Salgado Barcelona 17, España	3 días comenzando en febrero 1974	Conocimientos a nivel de ingeniero o licenciado Español	-	A discutir
Microscopía óptica y electrónica aplicada a proteínas fibrosas	Cursillo dedicado a la formación de técnicos para la industria en las especialidades textiles lanera y sedera y en aquellas otras industrias relacionadas con el empleo y tratamiento de proteínas fibrosas (como, por ejemplo, la industria cosmética).	Instituto de Tecnología Química y Textil Jorge Girona Salgado Barcelona 17, España	12 días comenzando en marzo 1974	Conocimientos a nivel de ingeniero o licenciado Español	-	A discutir
Stages dans l'industrie	Session d'études sous forme de stages groupés, dont les programmes comportent généralement une partie d'enseignement théorique et une partie d'application pratique, dans les secteurs suivants:	Agence pour la coopération technique industrielle et économique (ACTIM) 34 rue Pierre Charron, Paris 6 ^e , en diverses régions de France	De 3 à 5 mois Date de commencement variable	Personnes occupant déjà ou qui sont appelées à occuper des postes de responsabilité dans les entreprises, les services publics ou la vie économique de leur pays Français	-	A discuter
	<u>Stage</u>	<u>Durée</u>	<u>Date de début</u>			
	Béton précontraint	4 mois	Avril			
	Industrie chimique et engrais	10 semaines	Septembre			
	Manutention, implantation, stockage	3 mois	Septembre			
	Constructions métalliques		Périodicité variable			
	Administration d'entreprise		"			
	Contrôle de la qualité		"			
	Energie électrique		"			
	Techniques frigorifiques		"			
	Corrosion		"			

OTHER TRAINING OPPORTUNITIES (Cont'd)

Course or Seminar	General description	Organizer; Venue	Duration	Qualifications; Language requirements	Last date for receipt of applications	Fee
Cours de formation continue a l'usage des ingénieurs	Mathématiques, informatique, fiabilité; génie chimique, corrosion; métallurgie, mécanique, matériaux; nuisances (air, eau, bruit); industries alimentaires et pharmaceutiques; électricité, électronique.	Centre de Perfectionnement Techniques 80 Avenue du 18 juin 1940 92500 Rueil Malmaison France	Variable selon les stages: 1 à 6 semaines toute l'année	Niveau "ingénieur et cadre supérieur de l'industrie" Français	-	Environ Fr.F. 200 par jour
Managerial skills for international business	Environmental analysis; multinational corporate strategy; communicating and negotiating across cultural boundaries; multinational team building.	INSEAD Blvd. de Constance 77305 Fontainebleau France	2 weeks commencing 25 August 1974	7-25 years business experience. English	30 June 1974	Fr.F. 3000
Training in industry	The Hungarian authorities are prepared to organize courses and individual training for engineers in the following industries: electrical, chemical (including pharmaceuticals), food processing, leather, precision instruments, textiles and aluminium.	Hungarian Government - Organization for International Technical and Scientific Co-operation (TESCO) Hungary - various cities	Variable	Graduate engineers with some years of practical experience. English	-	To be arranged
Industrial information courses	Industrial information systems; PERT/CPM; industrial classification; operations research; industrial survey; market survey; project identification and evaluation.	Institute of Industrial Information 35 Green Street Bombay, India	Varies according to course To be arranged	University degree English	-	To be arranged
Management and productivity	Advancement of management and productivity	National Productivity Council 38 Golf Links New Delhi 3, India	2 weeks commencing June and December	Senior managers English	-	To be arranged
Industrial management	All branches of management	Industrial Management Institute 435 Takhte Jamshid Av. Teheran, Iran	32 hours in 16 sessions spread over 2 months	Directors and managers English and Persian	-	Rials 3200 -5000
Training in industry	Training programmes will be arranged in the following fields: shipbuilding; electrical engineering; iron and steel production; cement production; industrial training; mechanical engineering; industrial management. The programme starts with a 6 weeks orientation course in Rome. This is followed by a 4-month attachment to an industrial or commercial enterprise arranged on an individual basis to suit the training needs of each participant. The final 2 weeks are spent in Rome reviewing and evaluating the programme.	IRI (Istituto per la Ricostruzione Industriale) Italy - various cities	6 months commencing November	University degree - age 25-35. Spoken and written knowledge of Italian, French, English or Spanish. Preference given to those with knowledge of Italian.	June	-
Introduction to Japanese industrial technology	Programmes can be arranged in the following fields: quality control; industrial engineering; production management; computer application. Each programme includes a seminar under the guidance of a professor or expert dealing with a specific aspect of the subject, a survey tour, and a case study in various Japanese enterprises.	Association for Overseas Technical Scholarship, Tokyo, 2-12-13 Hongkomagome Bunkyo-ku, Tokyo, Japan Yokohama, Nagoya, Osaka and Hiroshima	4-6 weeks To be arranged	Middle level managers in enterprises. English or Japanese	-	To be arranged

OTHER TRAINING OPPORTUNITIES (Cont'd)

Course or Seminar	General description	Organizer, Venue	Duration	Qualifications, Language requirements	Last date for receipt of applications	Fee
Management development	Short courses in: industrial engineering; light industry; management accounting; sales and marketing; management development; industrial relations; plantation management.	National Productivity Centre Petit Surat 64 Petaling Jaya Selangor, Malaysia	3-5 days Jan.-June 1974 July-Dec. 1974	English	-	To be arranged
Technical training in industry	The Polish authorities offer courses for engineers in various industries: manufacture of electrical equipment and instruments (5-10 months); foundry methods (3-5 months); power supply for metallurgical industry (6-10 months); pig iron production (6-10 months); repair and maintenance of foundry equipment (6-10 months); manufacture of machinery used in the building industry (3-5 months); ship-building industry (6-10 months); chemical industry (6-10 months); textile industry (6-10 months); building industry (3-10 months).	Polish Government Committee for Economic Co-operation with Foreign Countries, Council of Ministers Warsaw, Poland	Variable	Higher technical education. Specialization and experience in the industry concerned. English, French or German	-	To be arranged
Formation technique dans l'industrie	Les autorités polonaises offrent des cours à l'intention des techniciens de diverses industries: fabrication de matériel et d'instruments électriques (5 à 10 mois); méthodes de fonderie (3 à 5 mois); alimentation en électricité pour l'industrie métallurgique (6 à 10 mois); fabrication de la fonte (6 à 10 mois); réparation et entretien du matériel de fonderie (6 à 10 mois); construction de machines utilisées dans l'industrie du bâtiment (3 à 5 mois); industrie des constructions navales (6 à 10 mois); industrie chimique (6 à 10 mois); industrie du textile (6 à 10 mois); industrie du bâtiment (8 à 10 mois).	Gouvernement polonais (comité pour la coopération économique avec les pays étrangers, Conseil des ministres) Varsovie, Pologne	Variable	Enseignement technique supérieur. Spécialisation et expérience dans l'industrie choisie. Anglais, français ou allemand	-	A convenir
Training in industry	In co-operation with the university centres and various higher education establishments in Romania, courses can be organized in the following branches: cybernetics, economic calculations, statistics (Academy of Economics); civil engineering (polytechnic institutes); construction (Building Institute); petroleum and natural gas (Petroleum, Gas and Geology Institute); Food products and shipbuilding (Polytechnic Institute of Galati); construction machinery and equipment.	Various teaching establishments Romania	At least once a year	Higher education English, French or Italian	-	-
Industrial	En coopération avec les centres universitaires et divers instituts d'enseignement supérieur de Roumanie des cours peuvent être organisés dans les branches suivantes: cybernétique, calcul économique, statistique (Académie des études économiques); génie civil (institute polytechniques); construction (Institut des constructions); pétrole et gaz naturel (Institut du pétrole, du gaz et de géologie); produits alimentaires et constructions navales (Institut polytechnique de Galati); machines et outillage de construction.	Diverse établissements d'enseignement Roumanie	1 mois au moins	Formation supérieur Anglais, français ou italien	-	-
General management	(a) Mathematical tools for management (business charts, break-even analysis, introduction to O.R., introduction to statistics, CPM). (b) Industrial psychology (motivation, group work, delegation, authority and responsibility, decision-making, leadership). (c) The process of management (operational activities of the enterprise, the functions of management, decision-making, management by objectives).	Management Development and Productivity Centre Damascus, Syrian Arab Republic	(a) 1st semester 1974 (b) 2nd semester 1974 (c) 1st semester 1975	(a) General managers, plant managers, technical managers, marketing managers; (b) General managers, personnel managers, plant managers; (c) Post of responsibility at the higher controls of industrial management. Arabic	-	-

OTHER TRAINING OPPORTUNITIES (Cont'd)

Course or Seminar	General description	Organiser; Venue	Duration	Qualifications; Language requirements	Last date for receipt of applications	Fee
Communication course	This intensive course, which has been held publicly on a number of occasions in the developing countries, takes a fresh look at improving communication in a work environment. The individual improves his communication knowledge by establishing performance standards in every aspect; skills by practicing how to present information, gain co-operation and stimulate action; attitude by gaining in self-confidence and developing a more positive approach; behaviour by developing an	Cargill Attwood International 11-12 The Green London W5 5EA United Kingdom	5 days	Management personnel English	-	US\$230
Management	Develops managerial effectiveness - making things happen in industry rather than reacting to events. Based on proven methods used by more than 100 of the world's most successful enterprises and their management. This seminar was selected by the United Nations for its first ever management development programme at Geneva. Gives new insight into the techniques in, and concepts of, professional management. Covers: planning for results, organizing, motivating people, task, group and individual needs.	Cargill Attwood International 11-12 The Green London W5 5E United Kingdom	1 week	Managers English	-	US\$250
Production engineering	Courses organized in: design; maintenance and works engineering; management; quality; sales; training and personnel; works management and production; work study.	Production Engineering Research Association of Great Britain (PERA) Melton Mowbray, Leicestershire, LE130FB United Kingdom	Variable (mostly 3-5 days) throughout year	Production engineers English	-	To be arranged
Food microbiology	This course provides training in the microbiological examination of foods. Considerable time is spent in laboratory work. The current techniques for the aerobic plate count, Coliform group MPN, <i>E. coli</i> MPN, coagulase-positive staphylococci, Enumeration of <i>C. perfringens</i> and detection of <i>C. botulinum</i> and its toxin are undertaken in the laboratory. Each laboratory is supplemented with a lecture to provide a comprehensive background. Lectures on sampling and sample preparation, viruses in foods, marine toxins vs botulin toxins. The problem of meaningful microbiological standards, and food surveillance sampling are also included. Upon completion of this course the trainee will have sufficient training to participate in a food surveillance programme or to analyse a suspect food implicated in a food poisoning outbreak.	United States Food and Drug Administration 103 Tusculum Av. Cincinnati, Ohio 45226 United States of America	11 days commencing 11 March 1974	Qualified microbiologists. Immunization for botulism English	December 1973	-
Foundry technology	Metallurgy; engineering; foundry technology - all areas; castings quality control; melting practices; sand and core technology; welding; computer applications; industrial engineering.	American Foundrymen's Society, Training and Research Institute, Golf and Wolf Roads, Des Plaines, Illinois 60016 United States of America	Short courses	Foundry managers seminars, workshops and advanced seminars.	-	US\$75-\$250
Management	Capital expenditure analysis; physical distribution; materials handling.	Industrial Management Centre, 1100 Red Bud Trail, Austin, Texas 78746 United States of America	1 week (each course) commencing June 1974 and 1975	None English	May 1974 and 1975	US\$75

OTHER TRAINING OPPORTUNITIES (Cont'd)

Course or Seminar	General description	Organizer; Venue	Duration	Qualifications; Language requirements	Last date for receipt of applications	Fee
Management	In 1973 courses were given in: system dynamics, methodology and applications; models for financial management; basic concepts in financial management and strategy; management science in marketing.	Massachusetts Institute of Technology Cambridge, Mass. 02139 United States of America	Short summer courses (1-2 weeks) commencing June, July and August	Managerial experience English	-	\$500-\$950
Measurements systems engineering	The study of measuring systems as components organized into a system which processes energy and information. Emphasis on spurious system responses (noise levels), their determination, documentation, and suppression. Special topics include: temperature, acoustics, flow, mechanical strain, infrared measurement. Presentation of the unified approach to the engineering of measuring systems, developed at Arizona State University.	Arizona State University Engineering Centre Tempe, Arizona 85281 United States of America	6 days commencing 23 March 1974	Degree in engineering or science. English	11 March 1974	US\$300
Paper technology	Workshops on: analysis of specks and deposits; information services; species identification; recovery of pulping chemicals; paper properties most important to printers; paper and fibre physics; surface chemistry; chemicals and paper; paper evaluation.	Institute of Paper Chemistry Appleton, Wisconsin 54911 United States of America	3-5 days commencing April-Nov. 1974	Paper technologists English	-	\$150-\$350
Systems engineering	Analysis, synthesis, modeling and simulation. Course for administrators, planners, and faculty in education and training organizations. After in-depth instruction in basic system elements, each participant identifies his real-life education or training problem, produces a model and performs a simulation. The group is small, affording opportunities to interact with the instructor. Reading materials are sent in advance allowing the group to move rapidly in the meetings. The three pre-meeting texts sent are: "Systems Engineering Applied to Training" (L.C. Silvern), "The Evolution of Systems Thinking in Education" (L.C. Silvern), and "The Application of Systems Thinking to Instruction" (R. Heinrich).	Education and Training Consultants Company Box 49899, Los Angeles, California 90049 United States of America	2-10 days To be arranged	Bachelor's degree and experience in management. English	-	US\$350-US\$2,100
Technology forecasting	Trend extrapolation, Delphi technique, relevance trees, dynamic modeling, design of monitoring system, evaluating forecast validity, organizing forecast programme	Industrial Management Centre 1100 Red Bud Trail Austin, Texas 78746 United States of America	1 week commencing early Jan. 1974 and 1975 mid-June 1974 and 1975	None English	1 Jan. 1974 and 1975 1 June 1974 and 1975	US\$575
Trainer development	The participant works out how best to develop people on and off the job. In this practical workshop, participants learn how to prepare, implement and evaluate training programmes. The workshop covers modern instructional techniques and how to conduct group development sessions.	Industrial Trainers Ltd., 11-12 The Green, London W5 5EA United Kingdom	5 days To be arranged	All who are concerned with training and developing personnel. English	-	£120
Training in industry	The Yugoslav authorities are prepared to organize individual or group programmes in management training, and in various processing industries.	Yugoslav Government Yugoslavia	Variable -	University graduates English or French	-	To be arranged
Formation dans l'industrie	Les autorités yougoslaves sont disposées à organiser un enseignement individuel ou par groupes pour la formation à la gestion et dans le domaine de diverses industries de transformation.	Le Gouvernement yougoslave Yougoslavie	Variable	Diplômés de l'université Anglais ou français	-	A convenir

UNIDO IN-PLANT GROUP TRAINING PROGRAMMES

Organized by the United Nations Industrial Development Organization (UNIDO)

UNIDO organises In-Plant Group Training Programmes for Engineers and advanced technical personnel from developing countries, in co-operation with Governments, industries and institutes having specialized know-how and experience in the relevant field of industry.

The objective of the Programmes, which run from two to five months, is to provide the participants, in a relatively short time, with concentrated practical experience and an opportunity to upgrade their theoretical knowledge. The Programmes are monitored by experts and are, in general, composed of four elements: theoretical instruction; studies; actual in-plant training; and study visits. Each Programme concludes with an evaluation session during which the participants assess the value of what they have learned in the light of the conditions prevailing in their home countries.

A number of the UNIDO Programmes are listed below. Some are conducted annually, others biannually or on an ad hoc basis. They are all organized subject to the availability of funds and suitable host facilities. Most of the Programmes are organized interregionally, but some are limited to certain geographical areas.

Formal applications for participation should be submitted to UNIDO through appropriate Government channels and the UNDP resident representative. Governments are asked to notify UNIDO as early as possible of their interest in, and possible candidates for, specific programmes.

The general requirements for admission are a degree in engineering (or equivalent) and several years of practical experience in the field of training.

Further information may be obtained from: Industrial Training Section, Industrial Services and Institutions Division,
United Nations Industrial Development Organization,
P.O. Box 707, A-1011 Vienna, Austria.

UNIDO In-Plant Group Training Programmes

<u>Field of study</u>	<u>Host country</u>	<u>Duration (months)</u>	<u>Commencing^{1/}</u>	<u>Language^{2/}</u>
Production management in basic chemicals industry	Japan	2½	January	E
Building materials industry	Union of Soviet Socialist Republics	3	-	E
Application of chemicals and dyes in the textile industry	Switzerland	2½	January	E
Cotton textile industry	Egypt	3	March	E
Diesel engines	Czechoslovakia	3	September	E
Electric welding	Ukrainian SSR	3	-	E
Environmental aspects of industrial development	United States of America	3½	September	E
Fertilizer industry	Union of Soviet Socialist Republics	2½	-	E
Food processing	India	4	May	E
Food processing	United Kingdom	3	-	E
Industrial co-operative	Poland	3	April	E
Product design	Egypt	3	April	E
Industrial information	Union of Soviet Socialist Republics	3	-	E
Iron and steel	Ukrainian SSR	3	September	E
Maintenance of instruments	Hungary	5	April	E, S, F.
Maintenance of railroad equipment	Germany, Federal Republic of	3	September	E
Maintenance in the woodworking industry	Finland	2½	August	E
Management of industrial research institutions	Netherlands	3	-	E
Management of maintenance and repair	Italy	3	September	E
Management of maintenance systems	Sweden	3	January	E, S, F.
Integrated management techniques and systems	Italy	3	August	E
Metalworking industry	Sweden	3	January	E, S, F.
Non-ferrous metals	Union of Soviet Socialist Republics	3½	August	E
Petrochemical industry	Union of Soviet Socialist Republics	3	January	E, S, F.
Plastics industry	Romania	3	March	E
Plastics technology	Argentina	3	September	E
Production management in mechanical industry	Austria	3	-	E
Pulp and paper	Japan	2	September	E
Quality control	Sweden	2½	October	E
Shoe industry	Sweden	3	March	E
Standardisation	Czechoslovakia	3	August	E
Textile industry	Union of Soviet Socialist Republics	3	-	S
	Poland	4	March	E
		4	June	E

^{1/} Date of commencement are tentative; a dash (-) indicates not yet known.

^{2/} E - English; S - Spanish; F - French. If more than one language is listed the programme will be organized in any one of them.

PROGRAMMES DE FORMATION EN GROUPE DANS L'ENTREPRISE

Organisés par l'Organisation des Nations Unies pour le développement industriel (ONUDI)

L'ONUDI organise, en coopération avec les gouvernements et avec le concours d'entreprises industrielles et d'instituts spécialisés dans les domaines considérés, des programmes de formation en groupe dans l'entreprise à l'intention d'ingénieurs et de techniciens supérieurs de pays en voie de développement.

Ces programmes, dont la durée est de deux à cinq mois, ont pour objectif de permettre aux participants d'acquérir, dans un laps de temps relativement court, une solide expérience pratique et de parfaire leurs connaissances théoriques. Ils sont dirigés par des experts et comprennent en général quatre éléments, à savoir une introduction théorique, des études, un stage pratique dans une entreprise et des visites d'établissements. Chaque programme se termine par une session d'évaluation au cours de laquelle les participants font le point des avantages qu'ils ont retirés du programme, compte tenu des conditions existant dans leur pays.

On trouvera ci-après une liste de stages de formation en groupe. Certains d'entre eux ont lieu chaque année, d'autres tous les deux ans, d'autres encore selon les besoins. Tous les stages ont une réserve de participants et de trouver dans le pays hôte des moyens de formation adéquats. La plupart des stages ont un caractère interrégional; quelques-uns sont réservés exclusivement aux participants venant de certaines zones géographiques.

Les candidatures doivent être présentées à l'ONUDI par l'intermédiaire des services officiels compétents et du Représentant résident du PNUD. Les gouvernements sont priés de faire savoir le plus rapidement possible à l'ONUDI s'ils sont intéressés par l'un ou l'autre programme et envisagent de présenter des candidats.

Les conditions générales d'admission sont les suivantes : être titulaire d'un diplôme d'ingénieur (ou d'un diplôme équivalent) et justifier de plusieurs années d'expérience dans le domaine sur lequel porte la formation.

Des plus amples renseignements sur ces stages peuvent être obtenus à l'adresse suivante :
 Section de la formation industrielle
 Division des services et institutions intéressant l'industrie
 Organisation des Nations Unies pour le développement industriel
 Boîte postale 707
 A-1011 Vienne (Autriche)

Programmes de formation en groupe dans l'entreprise organisés par l'ONUDI

Secteur de formation	Pays hôte	Durée (en mois)	Début du stage 1/	Langue du stage 2/
Industrie chimique de base (organisation de la production)	Japon	2 ½	Janvier	A
Industrie des matériaux de construction	Union des Républiques socialistes soviétiques	3	-	A
Applications des produits chimiques et des teintures dans l'industrie textile	Suisse	2 ½	Janvier	A
Industrie cotonnière	Egypte	3	-	A
Moteurs Diesel	Tchécoslovaquie	3	Mars	A
Soudage électrique	Tchécoslovaquie	3	Septembre	A
Développement industriel et environnement	République socialiste soviétique d'Ukraine	3 ½	-	A
Industrie des engrais	Etats-Unis d'Amérique	2 ½	-	A
Traitement des produits alimentaires	Union des Républiques socialistes soviétiques	4	Mai	A
Traitement des produits alimentaires	Inde	3	-	A
Coopératives industrielles	Royaume-Uni	3	Avril	A
Conception des produits	Pologne	3	Avril	E
Information industrielle	Egypte	3	-	A
Energie	Union des Républiques socialistes soviétiques	3	Septembre	A, E, F
Entretien des instruments	République socialiste soviétique d'Ukraine	5	Avril	A
Entretien du matériel de chemin de fer	Hongrie	3	Septembre	A
Entretien dans l'industrie du bois	Allemagne, République fédérale d'	2 ½	Oct	A
Entretien des installations de recherche industrielle	Finlande	3	-	A
Entretien des services d'entretien et de réparation	Pays-Bas	3	Septembre	A
Entretien des systèmes d'entretien	Italie	3	Janvier	A, E, F
Techniques et systèmes de gestion intégrée	Suède	3	Oct	A
Industrie de transformation des métaux	Italie	3 ½	Janvier	A, E, F
Métaux non ferreux	Union des Républiques socialistes soviétiques	3	Mars	A
Industrie pétrochimique	Union des Républiques socialistes soviétiques	3	-	A
Industrie des matières plastiques	Roumanie	3	Septembre	A
Technologie des matières plastiques	Argentine	3	-	A
Industrie mécanique (organisation de la production)	Autriche	2	Septembre	E
Pâte à papier et papier	Japon	2 ½	Octobre	A
Contrôle de la qualité	Suède	3	Mars	A
Industrie de la chaussure	Tchécoslovaquie	3	Oct	E
Normalisation	Union des Républiques socialistes soviétiques	3	-	A
Industrie textile	Pologne	4	Mars	A
		4	Juin	A

1/ Les dates de début des stages sont indiquées à titre provisoire; - signifie que la date n'est pas connue.

2/ A : Anglais; E : Espagnol; F : Français; l'indication A, E, F signifie que le programme se déroulera dans ces différentes langues.

PROGRAMAS DE CAPACITACION COLECTIVA EN EL TRABAJO

Organizados por la Organización de las Naciones Unidas para el Desarrollo Industrial (ONU/DI)

La ONU/DI, con la colaboración de diversos gobiernos y de industrias e institutos poseedores de la experiencia y los conocimientos especializados aplicables en cada caso, organiza programas de capacitación colectiva en el trabajo, destinados a ingenieros y personal técnico superior de países en desarrollo.

El objetivo de tales programas, que tienen una duración de dos e cinco meses, consiste en dar a los participantes, en un espacio de tiempo relativamente corto, la posibilidad de adquirir experiencia práctica en régimen de trabajo intensivo y de ampliar sus conocimientos teóricos. Los programas son supervisados por expertos y, en general, constan de cuatro elementos: una introducción teórica; los estudios; la capacitación misma en el trabajo; y visitas de estudio. Cada programa termina con una reunión de evaluación, en la cual los participantes examinan la utilidad de lo que han aprendido, a la luz de las circunstancias existentes en sus respectivos países.

En el cuadro que figura más adelante se da una lista de programas de capacitación colectiva en el trabajo organizados por la ONU/DI. Algunos se realizan anualmente; otros, cada dos años, o según convenga. La organización de estos programas está sujeta en cada caso a la disponibilidad de los recursos financieros necesarios, así como de locales y zonas geográficas. La mayoría de los programas se organizan con carácter interregional, si bien algunos están limitados a determinadas

Las solicitudes oficiales de participación deben presentarse a la ONU/DI a través de los conductos gubernamentales apropiados o por medio del Representante Permanente de los Países de las Naciones Unidas para el Desarrollo. Se ruega a los gobiernos que notifiquen a la ONU/DI, lo antes posible, su interés por determinados programas y le den a conocer los candidatos que deseen presentar para los mismos.

Los requisitos generales de admisión son un diploma en ingeniería (o su equivalente) y varios años de experiencia práctica en la esfera que es objeto del programa de capacitación.

Pueda obtenerse mayor información sobre estos programas escribiendo a:

Sección de Capacitación Industrial
División de Servicios e Instituciones Industriales
Organización de las Naciones Unidas para el Desarrollo Industrial
P.O. Box 707, A-1011 Viena (Austria)

ONU/DI: Programas de capacitación colectiva en el trabajo

Esfera de estudio

Gestión de la producción en la industria de productos químicos básicos
Industria de los materiales de construcción
Aplicación de productos químicos y colorantes en la industria textil
Industria textil del algodón
Motores diesel
Soldadura eléctrica
Aspectos ambientales del desarrollo industrial
Industria de los fertilizantes
Elaboración de alimentos
Elaboración de alimentos
Cooperativas industriales
Diseño de productos
Información industrial
Siderurgia
Mantenimiento de instrumentos
Mantenimiento de equipo ferroviario
Gestión de instituciones de elaboración de la madera
Gestión de servicios de investigación industrial
Gestión de sistemas de mantenimiento y reparación
Técnicas y sistemas integrados de gestión
Industria de transformación de metales
Metales no férreos
Industria petroquímica
Industria de los plásticos
Tecnología de los plásticos
Gestión de la producción en la industria mecánica
Celulosa y papel
Control de calidad
Industria del calzado
Normalización
Industria textil

País huésped

Japón
Unión de Repúblicas Socialistas Soviéticas
Suiza
Egipto
Checoslovaquia
RFS de Ucrania
Estados Unidos de América
Unión de Repúblicas Socialistas Soviéticas
India
Reino Unido
Polonia
Egipto
Unión de Repúblicas Socialistas Soviéticas
RFS de Ucrania
Hungría
República Federal de Alemania
Finlandia
Países Bajos
Italia
Suecia
Italia
Unión de Repúblicas Socialistas Soviéticas
Unión de Repúblicas Socialistas Soviéticas
Rumania
Argentina
Austria
Japón
Suecia
Suecia
Checoslovaquia
Unión de Repúblicas Socialistas Soviéticas
Polonia

Duración en meses	Fecha inicial	Idioma
2 1/2	Enero	I
3	-	I
2 1/2	Enero	I
3	-	I
3	Marzo	I
3 1/2	Septiembre	I
2 1/2	-	I
4	Mayo	I
3	-	I
3	Abril	I
3	Abril	E
3	-	I
3	Septiembre	E, F, I
3	Abril	I
3	Septiembre	I
2 1/2	Agosto	I
3	-	I
3	Septiembre	I
3	Enero	E, F, I
3	Agosto	I
3 1/2	Enero	E, F, I
3	Marzo	E, F, I
3	-	I
3	Septiembre	I
3	-	E
2	Septiembre	I
2 1/2	Octubre	I
3	Marzo	I
3	Agosto	E
4	-	I
4	Marzo	I
4	Junio	I

1/ Las fechas iniciales son provisionales; el signo "-" significa que no se conoce aún.

2/ E: español; F: francés; I: inglés. Si se indican varios idiomas, los programas se organizarán alternando entre ellos.

