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22143

**FINAL REPORT**  
**FOR WINDIPP**

# FINAL REPORT

## FOR WINDIPP VERSION DEVELOPMENT

The package has been designed following the menu driven approach to minimize the impact of computer technology on the user. In this way, the user is led step by step, through instructions presented on the screen, to the completion of every task related to the promotion of investment such as for instance the identification of potential investors in a pre-specified sector, the identification of project proposals by country and/or sector and finally the promotion and follow-up of each project.

Project proposals, local sponsors and investors must be classified according to a coherent industrial classification so as to enable quick cross relations.

### WinDipp Databases

WinDipp works on 6 databases:

- ... **Investor database** contains information on potential investors. This database should be used to store data on industrialists and contacts in industrialized countries and in general on any foreign entrepreneur who can be considered potentially interested in examining investment opportunities.
- ... **Project database** contains information on specific investment opportunities. Every investment opportunity is expected to be related and backed by an entrepreneur or an entity which is identified throughout WinDipp as the SPONSOR of the proposal which, as such, must be stored in the sponsor database.
- ... **Sponsor database** contains information on the sponsors of the investment opportunities stored in the project database. They are normally, but not only, local entrepreneurs. In any case this database should also be used to store data on industrialists and contacts from developing countries and in general on any entrepreneur who can be considered as a potential source for formulating investment opportunities.
- ... **Promotion database** permits to record the activity of the Office in connection with the promotion of specific investment opportunities.
- ... **Follow up database** enables to record for each investment opportunity, future deadlines of activities to be undertaken or replies awaited.
- ... **Propspin database** enables to view indicators of project performance for each investment opportunity which are imported from Propspin files

The first three databases are somewhat static in that they contain information which do not vary over a period of time, while the fourth and fifth databases work as a log wherein all investment promotion activities are recorded.

# Databases structures

## 1) PROJECT

File name: PROJECT.DBF

Index name: PROJECT.CDX

Record structure (fields):

Field Name	Type	Width
1 PROJNUMBER	Character	15
2 TITLE1	Character	69
3 TITLE2	Character	69
4 ISIC1	Character	6
5 ISIC2	Character	6
6 INVEST_MDL	Numeric	10
7 SHARE	Character	3
8 STA	Character	1
9 LOCALSPONS	Character	35
10 EQUITY	Logical	1
11 JOINT_VENT	Logical	1
12 LOANS	Logical	1
13 SUBCONTRAC	Logical	1
14 CREDIT	Logical	1
15 LICENSING	Logical	1
16 TECHNOLOGY	Logical	1
17 EQUIPMENT	Logical	1
18 MARKETING	Logical	1
19 TURNKEY	Logical	1
20 BUYBACK	Logical	1
21 MANAG_EXP	Logical	1
22 MARKET_EXP	Logical	1
23 TECHN_EXP	Logical	1

24	TRAIN_EXP	Logical	1
25	TIMESTAMP	Date	8
26	LASTUPDATE	Date	8
27	CODPROJ	Character	6
28	PROMO_EXT	Logical	1
29	LOCK	Logical	1
30	YESMEMO	Logical	1
31	REGION	Character	3
32	LASTPROMO	Date	8
33	DESCR	Memo	10

## 2) PROMOTION

File name: PROMOTIO.DBF

Index name: PROMOTIO.CDX

Field	Field Name	Type	Width	Dec
1	PROJNUMBER	Character	15	
2	NAME	Character	35	
3	OFFICER	Character	4	
4	DATE	Date	8	
5	SUBJECT1	Character	70	
6	SUBJECT2	Character	70	
7	STA	Character	1	
8	TIMESTAMP	Date	8	
9	REGION	Character	3	
10	LASTUPDATE	Date	8	

### 3) FOLLOWUP

File name: FOLLOWUP.DBF

Index name: FOLLOWUP.CDX

Field	Field Name	Type	Width	Dec
1	PROJNUMBER	Character	15	
2	NAME	Character	35	
3	OFFICER	Character	4	
4	DATE	Date	8	
5	SUBJECT1	Character	70	
6	SUBJECT2	Character	70	
7	STA	Character	1	
8	TIMESTAMP	Date	8	
9	ACTION	Character	69	
10	DEADLINE	Date	8	
11	REGION	Character	3	
12	LASTUPDATE	Date	8	

#### 4) INVESTOR

File name: INVES.DBF

Index name: INVES.CDX

Field	Field Name	Type	Width	Dec
1	NAME	Character	35	
2	CONTACT	Character	26	
3	ADDRESS	Character	35	
4	CAP	Character	8	
5	CITY	Character	35	
6	PROV	Character	4	
7	COUNTRY	Character	3	
8	TELEPHONE	Character	15	
9	TELEX	Character	10	
10	FAX	Character	15	
11	EMAIL	Character	60	
12	ISIC1	Character	6	
13	ISIC2	Character	6	
14	ISIC3	Character	6	
15	ISIC4	Character	6	
16	ISIC5	Character	6	
17	ISIC6	Character	6	
18	BROCHURE	Logical	1	
19	PERSONAL	Character	2	
20	PRODUCT1	Character	70	
21	PRODUCT2	Character	70	
22	EQUITY	Logical	1	
23	JOINT_VENT	Logical	1	
24	SUBCONTRAC	Logical	1	
25	LICENSING	Logical	1	
26	TECHNOLOGY	Logical	1	
27	EQUIPMENT	Logical	1	
28	TURNKEY	Logical	1	



29	MANAG_EXP	Logical	1
30	TECHN_EXP	Logical	1
31	TRAIN_EXP	Logical	1
32	MARKET_EXP	Logical	1
33	CODINVES	Character	6
34	TIMESTAMP	Date	8
35	PIVA	Character	16
36	COUNTRY1	Character	3
37	COUNTRY2	Character	3
38	COUNTRY3	Character	3
39	COUNTRY4	Character	3
40	COUNTRY5	Character	3
41	LOCK	Logical	1
42	BROCH_NUMB	Numeric	5
43	TURN_YEAR	Character	4
44	VALORE	Numeric	10, 2
45	EXPORT_SHA	Numeric	2
46	ALL	Logical	1
47	LASTUPDATE	Date	8

## 5) SPONSOR

File name: SPONSOR.DBF

Index name: SPONSOR.CDX

Field	Field Name	Type	Width	Dec
1	NAME	Character	35	
2	CONTACT	Character	26	
3	ADDRESS	Character	35	
4	CAP	Character	8	
5	CITY	Character	35	
6	PROV	Character	4	
7	COUNTRY	Character	3	
8	TELEPHONE	Character	15	
9	TELEX	Character	10	
10	FAX	Character	15	
11	ISIC1	Character	6	
12	ISIC2	Character	6	
13	ISIC3	Character	6	
14	ISIC4	Character	6	
15	ISIC5	Character	6	
16	BROCHURE	Logical	1	
17	PERSONAL	Character	2	
18	PRODUCT1	Character	70	
19	PRODUCT2	Character	70	
20	EQUITY	Logical	1	
21	JOINT_VENT	Logical	1	
22	SUBCONTRAC	Logical	1	
23	LICENSING	Logical	1	
24	TECHNOLOGY	Logical	1	
25	EQUIPMENT	Logical	1	
26	TURNKEY	Logical	1	

27	MANAG_EXP	Logical	1
28	TECHN_EXP	Logical	1
29	TRAIN_EXP	Logical	1
30	MARKET_EXP	Logical	1
31	CODINVES	Character	6
32	TIMESTAMP	Date	8
33	PIVA	Character	16
34	COUNTRY1	Character	3
35	COUNTRY2	Character	3
36	COUNTRY3	Character	3
37	COUNTRY4	Character	3
38	COUNTRY5	Character	3
39	LOCK	Logical	1
40	BROCH_NUMB	Numeric	5
41	TURN_YEAR	Character	4
42	VALORE	Numeric	10 2
43	EXPORT_SHA	Numeric	2
44	EMAIL	Character	60
45	ISIC6	Character	6
46	ALL	Logical	1
47	LASTUPDATE	Date	8

The databases used are of a relational type. All files are linked to one another through a relational key which enables the user to obtain all information connected to the main record being used.

Example of this relation is the Project database, where each project record is linked to a series of further records in the Promotion and Follow Up databases.

The link between Project database on the one hand and Promotion-Follow Up databases on the other is done through key Projnumber.

Links between databases are possible thanks to a series of indexes which also enable to carry out further search operations inside each database according to different criteria.

Underneath the connection scheme between databases:

PROJECT ----->PROMOTIO (RELATIONAL KEY: PROJNUMBER)

PROJECT ----->FOLLOWUP (RELATIONAL KEY: PROJNUMBER)

PROJECT----->SPONSOR (RELATIONAL KEY:NAME)

PROJECT----->PROPSPIN.....(RELATIONAL KEY:PROJNUMBER)

PROMOTION----->INVESTOR (RELATIONAL KEY:NAME)

FOLLOWUP ----->INVESTOR (RELATIONAL KEY:NAME)

The adoption of the package may give tangible benefits, not only in terms of time saving, but also in terms of effectiveness. The availability of the package permits a better use of information available, combining different sets of data to identify opportunities for promotion and for other kinds of intervention. Moreover, it makes it possible to monitor and keep track of all past activities, ensuring a prompt follow up, and supporting and streamlining the decision making process.

The package has been developed to run on WINDOWS 95,WINDOWS 98, WINDOWS NT or compatibles using database file and was later compiled using DELPHI and may run as a stand alone system or on any Ethernet type local area network such as Novell, WINDOWS NT.

## **Installation**

WinDipp 1.1 is distributed on diskettes containing the systems files and the skeletons of the databases. The package must be installed through an automatic procedure which loads the system from the distribution diskette, adapts the configuration of the host computer to the requirements of WinDipp and creates a direct path to the WinDipp system so as to facilitate the start of the programme.

To proceed with the installation choose the following options from the Windows desktop and follow step by step the instructions provided by the system:

Start

Settings

Control Panel

Add/Remove Programs

Confirm the operation by clicking on the Install button. The WinDipp system is loaded into a default directory called C:\[Programs]\WinDipp, which is automatically created by the installation procedure. The user can change the default directory in order to install the WinDipp system into another local or network disk.

At the end of the installation an icon will be created in the desktop.

## **Start of System**

Click on the WinDipp icon on the desktop to launch the application

## **Disinstallation**

To proceed with the disinstallation the user will choose the following options from the Windows desktop and follow step by step the instructions provided by the system:

Start

Settings

Control Panel

Add /Remove Programs

Select the application to be removed and confirm the operation by clicking on the Add/Remove button. The uninstall procedure will delete all files contained in the WinDipp directory. All data inserted by the user will be deleted.

## **Menu structure**

### **File Menu**

The File menu contains the following items:

Project : to insert, modify, delete or search project records

Investor: to insert, modify, delete or search investor records

Sponsor: to insert, modify, delete or search sponsor records

Exit: to exit from WinDipp

### **Retrieval**

Project: to retrieve information related to the project database

Promotion: to retrieve information related to the promotion database

Followup: to retrieve information related to the followup database

Investor: to retrieve information related to the investor database

Sponsor: to retrieve information related to the sponsor database

### **Utility**

Printer setup: to select a printer from the windows printer list

Indexing: to create indexes for all databases

Upgrade from a Dos Dipp version: to upgrade the current Windows WinDipp version from a previous Dos version

Upgrade from a Windows Dipp version: to upgrade the current Windows WinDipp version from a previous WinDipp version

Project Export: to export databases related to a project to another WinDipp system. The databases will be exported using the following notation:

PRO\_EXP.DBF and PRO\_EXP.FPT: project databases

PRM\_EXP.DBF and PRM\_EXP.FPT: promotion databases

FOL\_EXP.DBF and FOL\_EXP.FPT: followup databases

INV\_EXP.DBF : investor database

**SPO\_EXP.DBF: sponsor database**

The exported files will be exported into the export directory within the WinDipp directory (directory name is EXPORT)

**Project Import: to import databases related to a project from another WinDipp system. The databases will be imported using the following notation**

**PRO\_EXP.DBF and PRO\_EXP.FPT: project databases**

**PRM\_EXP.DBF and PRM\_EXP.FPT: promotion databases**

**FOL\_EXP.DBF and FOL\_EXP.FPT: followup databases**

**INV\_EXP.DBF : investor database**

**SPO\_EXP.DBF: sponsor database**

The user will have to copy the data to be imported into the import directory within the WinDipp directory (directory name is IMPORT).After choosing the import option, the system will automatically copy the data from the import directory onto the databank.

**Link to Propspin: to view some of the Propspin tables relating to the selected projects. The user will be asked to specify the directory where the Propspin data are located: Propspin summary indicators and 4 output tables will be displayed on the screen (Net Income, Total Investment, Cash Flow for Financial Planning, Cash Flow for IRR and NPV).**

### **Tables**

**Isic: to insert, modify, delete or search isic records**

**Country: to insert, modify, delete or search country records**

**Province: to insert, modify, delete or search province records**

**Officer: to insert, modify, delete or search officer records**

**Status: to insert, modify, delete or search status records**

**Region: to insert, modify, delete or search region records**

**Source: to insert, modify, delete or search source records**

## **Help**

Contents

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## **Tools**

This shortcut menu enables to process database records – without using the mouse - according to the following options:

Insert

Edit

Delete

Undo

Save

Go Top

Go Bottom

Go Next

Go Previous



**FINAL REPORT**  
**FOR DIPP TRAINING COURSES**

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## BACK-TO-OFFICE MISSION REPORT

**COMPANY NAME:** SOFTLINE s.a.s.

**PERSONNEL INVOLVED:** Mr. G. Drosi

**PLACE VISITED:** Beijing (7-15th April 1995) - Kunming (15-22th April 1995)

**PURPOSE:** DIPP training course programme for developing countries

### ACHIEVEMENTS:

In the framework of DIPP training programme for developing countries, SOFTLINE travelled to China to train local staff on DIPP package. The mission was organized in co-operation with the IPO Milan Office, which made available one member of its staff, Ms. L. Capella. In fact, all technical aspects concerning the package and its structure were covered by Mr. Drosi, while all aspects related to UNIDO and IPO Milan working methodologies were covered by Ms. Capella, who has a long experience in the use and management of DIPP databank.

The mission turned out of a high professional level and at the same time, allowed to carry out a very efficient and complete work.

### TRAINING COURSE IN BEIJING

A five-day training course was organized from 10th to 15th April 1995 at UNIDO Beijing Centre upon request of UNIDO Headquarters.

The training course was attended by two Officers, Mr. Liu Guoyu and Mr. Ma Xiao of UNIDO Centre, by the Director, Mr. Liu and by a Programme Officer, Ms. S. Liu of UNIDO-ITPP Office in Hong Kong.

The training course was co-ordinated with the Director of the Centre and the UNIDO Country Director, Mr. Davies and, on the basis of their indications, SOFTLINE could focus on the method to be adopted to make the training effective and suited to the understanding of the trainees.

The course aimed at making all participants familiar with the DIPP package, its structure and features together with UNIDO and IPO Milan office working methodologies.

Each participant was provided with a copy of the DIPP manual and supporting material concerning the development of the course. All trainees were guided also through a programme, loaded on a portable computer, which displayed self-explanatory screens related to the different sessions of the course.

The Office computer's configurations were checked by SOFTLINE for the installation of DIPP package and each trainee was provided with a computer working station.

Basic computer notions were provided to all participants in order to allow them to carry out maintenance operations on DIPP package.

The training was divided into two main parts: the first one was devoted to the theoretical explanation of the main contents of the programme, UNIDO methodology and technical aspects and the second one was devoted to the direct practice of each trainee.

The trainees could follow the course easily and showed great interest in UNIDO methodology. They underlined the importance to work in the same way, following standard forms in order to maintain an effective and continuous contact among UNIDO offices.

At the end of the course a questionnaire was handed out in order to collect general comments and suggestions on the training. (See attachment 1)

A brief demonstration of PROPSPIN programme was also held with the participation also of Mr. Davies.

#### TRAINING COURSE IN KUNMING

A five-day training course was organized from 17th to 21th April 1995 at the PROMOTIONAL CENTRE in Kunming in the framework of the South West China Investment Programme.

The training was attended by 12 participants coming from the Centre or from other promotional local institutions, currently in contact with Kunming Centre.

The training course was co-ordinated with the Director of the Centre, Mr. Kun Ming and a programme officer, Mr. Wang Ping.

SOFTLINE decided to run a preliminary test in order to verify the level of computer knowledge of all trainees (see attachment, II), on the basis of which a different teaching method was chosen to carry out the training, as the situation was different if compared to that of Beijing Centre, where the number of participants was lower and their computer knowledge was more uniform.

After a preliminary check of all computers' configurations, it was decided to adopt a more interactive teaching method involving the trainees in immediate practice sessions. A DIPP leader was identified among the trainees and, at the end of each session he was requested to summarize and translate the main concepts into Chinese, due to the language difficulty of some participants, which could not understand English easily. Each trainee was personally assisted and provided with a constant support during the most difficult operations.

This experience indicates the necessity, for future training courses to organize groups composed by a number of trainees which should not exceed 6 persons.

However, in spite of the initial difficulty, due to the high number of trainees, the result of the course was positive.

All participants filled the end-of-course questionnaire distributed to collect final comments, and the 90% of them underlined the effectiveness of the course and the simplicity of the language and method used.

## GENERAL CONSIDERATIONS

The experience of both courses indicates the necessity to maintain an active link with both Offices in order to follow both users with any technical assistance they might require, as well as with additional support during the first operational phase.

In both cases, the practical session represented one of the most important theme of the course. SOFTLINE suggests for the future to give more space to practising on a real case, that should be prepared each time locally, according to both UNIDO methodology and local needs.

Both Offices considered this training an important opportunity for their improvement and found it very useful for their work. They showed great interest to enter into the UNIDO working network, starting, as first step, with the exchange of DIPP data.

In the framework of the training, some improvements were added to the programme to solve some bugs and the new upgraded version (Rel. 3.1.2) was installed in both offices.

During the courses a section was devoted to the discussion of the IIPP questionnaire, used to collect project information.

Both Offices underlined the importance to work on a standard form, which would facilitate the promotion of project proposals.

On this matter, SOFTLINE suggested to develop a computer procedure in order to allow users to prepare the IIPP on the computer as a normal word processing document, print it, and export all data to DIPP and PROPSPIN systems.

The procedure could be then structured as follows:

1.) PROCEDURE FOR USERS WITHOUT DIPP OR PROPSPIN

In this case the user will be requested to enter all information needed to fill an IIPP form.

2) PROCEDURE FOR DIPP USERS

In this case the user could prepare an IIPP specifying the project number to be used within DIPP. The system would export all data necessary to fill the DIPP project fiche.

3.) PROCEDURE FOR DIPP AND PROPSPIN USERS

In this case relevant IIPP data could be exported to DIPP and PROPSPIN.

As SOFTLINE found initial tests very important to verify the level of trainees, computerized forms could be foreseen for future training sessions. These tests might enable a better tailoring of the course, and the planning of additional training activities after the basic course, if necessary.

SIGNATURE:



DATE: 3/4/95

## **BACK-TO-OFFICE-MISSION REPORT**

**Contract N. 95/027P**

**COMPANY NAME:** SOFTLINE s.a.s.      **NAME:** L. Capella

**PLACES VISITED:**      **Bamako (Mali) – 12-15/7/1995**  
                                    **Conakry (Guinea) – 17-21/7/1995**

**PURPOSE: DIPP TRAINING COURSE PROGRAMME FOR DEVELOPING COUNTRIES**

### **ACHIEVEMENTS:**

As requested by UNIDO HQ, in the framework of DIPP training programme for developing countries, SOFTLINE travelled to Mali and Guinea to train local staff on DIPP package.

The mission was organized in co-operation with the IPO Milan office and Ms. Capella, of SOFTLINE, travelled to Mali and Guinea to install DIPP software, to train local staff on the package, to explain UNIDO and IPO Milan working methodologies and at the same time to give all technical assistance necessary to set up PCs and printers to be used during the course.

## **TRAINING COURSE IN BAMAKO**

A three-day training course was organized from 12th to 14th July 1995 to CAPES (Centre d'Assistance aux Projets, Entreprises et Sociétés), B.P. 1980 Bamako.

The training course was co-organized with the Director General of Capes, Mr. Mohamed Simpara during the first day of the mission and on the basis of his indications Ms. Capella could focus on the method to be adopted and on to organize the course programme so as to make it effective and suited to local needs.

The training course was attended by the following participants:

- 1) Mr. Mohamadou Diakité  
National expert Project XA/RAF/92/630 – Bamako
- 2) Ms. Ag Erless Oumou Coulibaly  
CAPES – Bamako
- 3) Mr. Cheik Abdoulaye Cisse  
Director of SARECI (Société d'Assistance de Révision d'Expertise, Comptable et d'Informatique)
- 4) Mr. Abodoulaye Traore  
Computer Expert  
SARECI
- 5) Mr. Guaraguan Diourté  
DIRECTION NATIONAL DES INDUSTRIES  
B. P. 278 Bamako
- 6) Mr. Sakou A Tidiane Diakité  
SERNES – Bamako
- 7) Mr. Ouman Traoré  
B.P. E-456 – Bamako
- 8) Ms. Mariam Konaté  
PC/DSL RLI/91/004  
UNDP/OPS – Bamako

An initial number of 13 trainees was proposed by CAPES, but Ms. Capella suggested to reduce such a number as indicated in SOFTLINE contract. Mr. Simpara agreed to reduce the number of trainees understanding the importance to train and assist each participant during all phases of the course.

The training aimed at making all participants familiar with the DIPP package structure and features together with UNIDO and IPO Milan Office working methodologies.

## **TRAINING COURSE IN CONAKRY**

A five-day training course was organized from 17th to 21th July 1995 at the UNDP office in Conakry in the framework of a programme between OPIP (Office de Promotion des Investissements et Technique)/ACCT (Agence pour la Co-operation Culturelle et Technique) et l'ONUDI.

The training course was attended by 8 participants coming from different local institutions as indicated herebelow:

- 1) Ms. Mariama Sadio Tounkara  
UGPP/PADSE/ M. du Plan et des Finances
- 2) Mr. Tounkara Ibrahima  
Division INFEDOC  
Chamber of Commerce and Industry of Guinea  
B.P. 545
- 3) Mr. Diallo Abdoulaye  
OPIP  
B.P. 2024 Conakry
- 4) Mr. Ibrahima Sory Diallo  
Ministry of Commerce and Industry, BRE  
B.P. 468 Conakry
- 5) Mr. Bah Alpha Amadou  
B/C de Mohamed Lamine Keita  
B. P. 221 – Conakry
- 6) Houver Keiton  
ADF  
B.P. 666 Conakry
- 7) Mr. Diop Ousmane  
B. P. 3819 Conakry
- 8) Mr. Sylla Ahmed  
Banque Populaire Morocco-Guinea  
B.P. 440 Conakry

The seminar was introduced during the opening ceremony by Mr. Sylla Ben Yalla, Adjoint Director General of OPIP and Mr. Alfa Diallo, National Expert of UNDP. The opening ceremony was also attended by Mr. Taoufik Boudchiche, Programme Representative of ACCT.



A general check of PCs and printers was done as preliminary operation. DIPP was loaded on 5 PCs whose configuration was changed accordingly.

The programme of the course was the following:

- 1st day:        Opening ceremony  
                 Introduction – General computer notions (DOS, databases etc.) –  
                 DIPP structure and contents – Investors database –  
                 Sponsors database and Projects database –
- 2nd day:        Reference table – Index – Promotion database –  
                 Follow up database – Project profile form – ISIC classification –
- 3rd day:        Retrieval section – Selection criteria – Printer configuration
- 4th day:        Utility section: backup and restore – communication –  
                 Supervisor and Users passwords – Upgrade – Statistics and Activity  
                 report. Closing ceremony – Round-table
- 5th day:        PROPSPIN presentation

The training course was developed on the basis of 5h/day, including 2h/day of theory and 3h/day of practice. Each trainee filled a project profile form under the supervision of Ms. Capella and entered it into DIPP as real case. A test was passed by each trainee to check their learning level during the course.

The training course was easily followed by each trainee which showed great interest and dynamism.

During the end-of-course ceremony, several matters was discussed at the presence of UNIDO, ACCT, UNDP and OPIP representatives as described in the general considerations chapter of this report.

After the closing ceremony, Ms. Capella was invited to visit UNIDO office and meet Mr. Ouedraogo, Director of UNIDO office in Conakry to discuss the development of the course, that was positive and at the same time the possibility to undertake future follow up activities.

During the same day Ms. Capella met the Secretary General of the Ministry of Industry for Small and Medium Enterprises, Ms. Camara in order to inform her on the results of the course and on activities to be planned in the future to make the course really successful.

A meeting was also held with the Minister, at the presence of the Secretary General, OPIP, UNDP and ACCT representatives for the debriefing on the activities undertaken.

Ms. Capella met also Mr. M. Camara, Chamber of Commerce for Industry of Conakry who showed a great interest in the organization of a future mission for a second training course and the purchase of the package.

Each trainee was provided with a copy of the DIPP manual and a copy of the IIPP form (French version) used for collecting project proposals information.

The programme of the course was the following:

- 1st day: Introduction – General computer notions (DOS, databases etc.) – DIPP structure and contents – Investors database – Sponsors database and Projects database – Reference tables – Index –
- 2nd day: Promotion database – Follow up database – Project profile form – ISIC classification – Retrieval section –
- 3rd day: Utility section: backup and restore – printer configuration – communication – Supervisor and Users passwords – Upgrade – Statistics and Activity report. Round-table PROSPIN presentation.

The training was divided into two main sections: a theoretical and a practical one.

The theoretical section, whose duration was of 3h/day aimed at making trainees familiar with the main contents of the programme, UNIDO methodology and related technical aspects.

The practical section, whose duration was of 2h/day, was devoted to the direct practice by each participant. Unfortunately only two computers were available for such a purpose.

The Office computers' configuration was checked for the installation of the last version of DIPP Rel. 3.2.

After a preliminary computer knowledge test submitted to each participant, some basic computer notions were provided to all trainees whose knowledge level was in general quite uniform.

The trainees could follow the course without any difficulty and showed great interest in the use of the package and in following UNIDO methodology. It was underlined their need to establish a co-operation programme with UNIDO offices in the future.

The language used for the training was French.

A brief round-table was organized at the end of each day to clarify doubts and reply to some questions.

At the end of the course a questionnaire was handed out to collect general comments and suggestions on the training (See suggestions chapter of this report)

During the last day a demonstration of PROPSPIN ver. 3.0 was held together with the explanation of economic terms used by the programme. A draft copy of the manual was given to Mr. M. Diakité.

CAPES had already bought the DIPP package in 1994 upon signature of the Licence Agreement, but some of the participants representing local offices showed their interest in buying the software and required all necessary information to proceed with the request of DIPP and PROPSPIN programmes.

## **GENERAL CONSIDERATIONS**

Both courses were well followed by all participants who showed great interest in a real co-operation with UNIDO offices for the identification and promotion of project proposals. All participants were requested to fill in an end-of-course questionnaire to collect final comments and suggestions. The totality of the participants found the training effective and important for their knowledge, but underlined the need to translate all documentation and package's descriptions into French.

Interesting suggestions were provided by some participants of the training in Conakry about the future development of the new version of the DIPP. (see Suggestion chapter).

All participants underlined the necessity to attend a longer course (at least 8-10 days) or a second mission to better understand the package and make practice following UNIDO methodology.

A request will be addressed to UNIDO HQ by UNIDO, ACCT and OPIP offices to foresee the supply of the DIPP package at a lowest price in the case of institutions of developing countries, which after the training should work immediately on such a programme in order to practise the notions learned during the course, apply them to real cases avoiding the loss of knowledge due to an interruption of time.

Both offices are interested in the organization of a second mission for the presentation and training on PROPSPIN package. They would like to adopt the same method used for DIPP as they found it very useful and effective.

The Minister and the Secretary General of the Ministry of Industry found the programme undertaken by UNIDO and ACCT very useful and showed their availability to establish a direct contact with all UNIDO Offices.

## SUGGESTIONS

- 1) Due to the change of computer languages it was suggested that the new version 4.0 of DIPP is developed for WINDOWS.
- 2) The development of a computer procedure in order to allow users to prepare IIPP forms on the computer as a normal word processing document, print it and export all data to DIPP and PROPSPIN systems was requested.
- 3) It was also suggested the development of a new DIPP version which could give the possibility to choose, at the opening of the programme, the type of language in order to get on the screen all programme description into the language used by the country.
- 4) The possibility to delete data following a selection criteria without using F3 key that allows only a record by record deletion was recommended.
- 5) The development of a procedure allowing to export data following INTERNET formats could be important.

**SIGNATURE:**

**DATE:** 24/7/1995

**For SOFTLINE:**

A handwritten signature in black ink, appearing to be a stylized 'A' or similar character, positioned to the right of the text 'For SOFTLINE:'.

SOLUZIONI INFORMATICHE PER L'AZIENDA  
EDUCATION

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## BACK-TO-OFFICE MISSION REPORT

**Contract N. 95/027P**

**Company name:** SOFTLINE s.a.s.

**Personnel involved:**

Mr. G. Drosi  
Ms. L. Capella

**Place visited:** Mexico City - Mexico (25 August - 3 September)

**Purpose:** DIPP training course

### **Achievements:**

In the framework of DIPP training course programme for developing countries, ref. Contract n. 95/027 SOFTLINE travelled to Mexico to train Nacional Financiera staff on DIPP package. All technical aspects concerning the package and its structure were covered by Mr. G. Drosi, while all aspects related to UNIDO and IPO Milan working methodology were covered by Ms. L. Capella.

A four-day training course was organized from 28th to 31th August 1995 at Nacional Financiera premises.

The training course was attended by 9 participants, as described here–below:

- |    |                           |                     |
|----|---------------------------|---------------------|
| 1) | Eduardo Suarez Gonzalez   | Nacional Financiera |
| 2) | Rafael Garay Alvarado     | Nacional Financiera |
| 3) | Enrique Nunez Jimenez     | Nacional Financiera |
| 4) | Agustin Castrejon Pacheco | Nacional Financiera |
| 5) | Alfonso Munoz Valadez     | Nacional Financiera |
| 6) | Lucas Solis Hernandez     | Nacional Financiera |
| 7) | Consuelo Vela Mayorga     | Nacional Financiera |
| 8) | Alfonso Guzman Amaya      | UNIDO consultant    |
| 9) | Teresa Alvarez Jimenez    | FOCIR               |

The course aimed at making all participants familiar with DIPP package, its structure and features together with UNIDO and IPO Milan office working methodologies

Each participant was provided with a copy of the DIPP manual and could practise on personal computers made available by Nafin for such a purpose.

The programme of the course was the following:

- |          |  |
|----------|--|
| 1st day: | Introduction – DIPP structure and contents – Reference tables – Index – Investors and Sponsors databases   |
| 2nd day: | Projects database – Promotion database – Follow-up database – ISIC classification.<br>Round-table on UNIDO methodology concerning projects evaluation and promotion. |
| 3rd day: | Retrieval section – Utility section: backup and restore – Supervisor and users passwords – statistics and activity report.   |
| 4th day: | Utility section: printer configuration – Upgrade – Communication – Test on retrieval section. PROPSPIN demonstration – End-of-course questionnaire.                  |


# **SOFT** *line* ... of ...

At the beginning the configuration of each computer was checked in order to install the DIPP package for the practical session. The course was divided into two main parts: the first one, whose duration was of 3.5 h/day, was devoted to the theoretical explanation of the main contents of the programme, UNIDO methodology and technical aspects and the second one, whose duration was of 2.5 h/day was devoted to the direct practice of each trainee.

The trainees could follow the course without any difficulty and showed great interest in promotional aspects and projects evaluation. It was underlined their need to establish a co-operation programme with UNIDO.

At the end of the course a questionnaire was handed out in order to collect general comments and suggestions.

Upon request of all participants a demonstration of PROPSPIN programme was also held the last day of the mission.

**Signature:** 

**Date:** 6/9/95



## BACK-TO-OFFICE MISSION REPORT

**Company name:** Softline **Name:** Ms. Luisa Francesca CAPELLA

**Place visited:** Vienna - Austria (23-24 November 1995)

**Purpose:** DIPP training course at UNIDO Headquarters

### Achievements:

Upon request of UNIDO Headquarters, in the framework of DIPP training programme, (Contract N. 95/027/P) SOFTLINE travelled to Vienna to train UNIDO HQ staff on DIPP package.

The mission was organized in co-operation with the IPO Milan Office and Ms. Capella of SOFTLINE travelled to Vienna to train local staff and to clarify some parts of the programme through individual meetings with IPSs' representatives.

On 23th November Ms. Capella installed DIPP programme on seven Pcs in order to allow trainees to practise and make questions on real cases.

One-day-course was organized on 24th November in co-operation with Mr. Pruim, ITPD/IS/IP/NET and on the basis of his indications Ms. Capella could focus on the method to be adopted and organize the course programme so as to make it effective and suited to individual requests.

The training course was attended by the following participants:

UNIDO HQ: Ms. Suzaki  
Ms. Di Pietro  
Mr. Hobaica  
Mr. Kulur

IPS Istanbul: Mr. Oner  
IPS Washington: Mr. Boyd  
IPS Athens: Mr. Antonakakis  
IPS Bahrein: Mr. Hashim Suliman Hussein  
IPS Warsaw: Mr. Wegrzeck

The training course was divided into two main sections as follows:

1st part:                    general presentation of DIPP system, its contents and structure for new DIPP users at Headquarters.

2nd part:                    practical session – round-table and trouble-shooting on different technical matters.

Individual meetings were held with the following participants:

#### UNIDO HQ:

Mr. Kulur:                    to solve printing matters caused by wrong printer setup (section ESC codes)

Mr. Pruim:                    several matters were discussed concerning DIPP training courses in developing countries. Translation of DIPP manual into other languages. New version of DIPP.

#### IPS ISTANBUL:

Mr. Kulur and  
Mr. Oner:                    preparation of diskettes through communication.

Mr. Oner:                    communication through modem

#### IPS WARSAW:

Mr. K. Wegrzecki:        Communication through diskettes. Conversion of data from a software already installed in IPS Warsaw into DIPP system. DIPP compatibility with WP, WORD and preparation of TXT files.

On 24th November a demonstration of new PROPSPIN 3.0 was held upon request of all participants.

Signature:



Date: 4/12/95

## **BACK-TO-OFFICE MISSION REPORT**

**Contract N. 95/027P**

**Company name:** SOFTLINE s.a.s.                      **Personnel involved:** Ms. L. Capella

**Place visited:** Havana – Cuba (24–25/6/96)

**Purpose:**                      **DIPP training course**

### **Achievements:**

As requested by UNIDO HQ, in the framework of DIPP training programme for developing countries Ms. Capella travelled to Havana (Cuba) to train local staff about DIPP package.

The mission was organized in co-operation with the PNUD office of Havana.

DIPP software was installed in the Investment Promotion Centre where the training course took place with the following participants:

- 1)     Antonio Lau Cowley  
       Promoter  
       Investment Promotion Center  
       MINVEC
  
- 2)     Eneida Rodriguez Guanche

Promoter  
Investment Promotion Center  
MINVEC

- 3) Oscar Luis Pomares Iturralde  
Technical System analyst  
Investment Promotion Center  
MINVEC
- 4) Rosa Maria Jorge Naranjo  
Assistant  
Investment Promotion Centre  
MINVEC

The training course aimed at make all participants familiar with the DIPP package structure and features together with UNIDO and IPSs offices working methodology.

Each trainee was provided with a copy of the DIPP manual and a copy of the IIPP form used for collecting project proposals information. The programme of the course was the following:

- 1st day: Introduction – DIPP structure and contents – Investors database, sponsor database, project database – Reference tables – Index – Promotion database, Follow-up database – ISIC classification – Retrieval section.
- 2nd day: Utility section: backup and restore – communication – printer configuration – User and supervisor passwords -- Upgrade – Statistics.

The training course was divided into two main sections: a theoretical and practical one. The theoretical section aimed at making trainees familiar with the main contents of the programme, UNIDO methodology and related technical aspects, the practical section was devoted to the direct practice by each participants using a real case.

The trainees could follow the course without any difficulty and showed great interest in the use of the package and in following UNIDO methodology.

A brief round-table was organized at the end of the day to clarify doubts and reply to some questions.

A demonstration and installation of PROSPIN 3.0 was held the second day. At the end trainees tried to analyse a project idea using the software.

Signature:



Date: 4/7/96