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TECON Ltd.
UNIDO - CZECH REPUBLIC JOINT PROGRAMME, PRAGUE



FINAL REPORT

Contract No. 99/228

UNIDO Project No. UT/INT/99/074

Prague
1999



F I N A L R E P O R T
1999

Contract No. 99/228

UNIDO Project No. UT/INT/99/074

Purchase Order No. 05-9-42033

Activity Code: 420C52

Prepared by

TECON Ltd. Prague

(Sectoral Capacity Building: UNIDO - Czech Republic Joint Programme)

Prague, December 1999

A. Introduction

Under the UNDP/UNIDO project DP/CZE/82/006 "National Technical Consultancy and Training Centre", which was implemented during 1983 - 1988, a training centre with personnel, facilities and equipment was established. Thus the conditions for provision of training and consultancy services for the developing countries in a co-operation of former Czechoslovakia and UNIDO were created. The UNIDO - Czechoslovakia Joint Programme for Co-operation, Prague started its operation on 1 March 1988. After dividing of Czechoslovakia on 1st January 1993, the Joint Programme has continued its cooperation with UNIDO being fully supported by the Czech Government. JP, Prague coordinates its work and activities with the Ministry of Foreign Affairs of the Czech Republic, Ministry of Industry and Trade of the Czech Republic, Ministry of Environment of the Czech Republic, as well as with the Czech Chamber of Commerce and Industry, Confederation of Industry and Transport of the Czech Republic, research institutions and associations, universities, investment agencies, banks, etc.

The National Technical Consultancy and Training Centre, since the year 1993 under the name TECON Ltd., as a host organization for the UNIDO - Czechoslovakia / Czech Republic Joint Programme by its know-how, facility and activities has built up good conditions for a systematic co-operation with UNIDO and developing countries and as well as for the Joint Programme operation itself. TECON has established a network of cooperating organizations, institutions, enterprises and lecturers in the Czech Republic and in many developing countries. At present TECON cooperates with more than 170 organizations, institutions and enterprises and with almost 500 lecturers in the Czech Republic. TECON's operations are also supported by the cooperation with a number of companies and institutions in developed countries. Additionally, TECON also participated in the preparation and implementation of national and interregional UNDP/UNIDO projects in numerous developing countries.

B. Scope of services envisaged in the in the Terms of Reference for technical and training services - UT/INT/99/074 project

The Contractor is expected to provide permanent and locally recruited staff, premises and all other necessary facilities (i.e. classroom, computer equipment, copiers, communications, audio and video facilities, industrial visits, etc.) in the above outlined wide range of activities in multiple fields of industries.

The Contractor should organize workshops and training courses as outlined below. The offer for the organization of these events should include all staff cost, fees, accommodation (single rooms in at least two star hotels), meals, conference facilities, interpretation, secretarial and logistical support, preparation of training kits and manuals, documentation, report writing, reasonable pocket money, travel and all other costs arising within the Czech Republic. Cost of international travels and expenses of

trainees outside of the Czech Republic should not be part of the offer. They have to be borne by the trainees or their employers.

In particular, the following programmes and services should be provided:

a) Workshops

- 1. Workshop on Small and Medium Size Enterprises
Venue: Prague and Brno
Date: September 1999
Duration: 2 weeks
Number of participants: 10-16*
- 2. Workshop on Laboratories Supply and Practices for Food Processing
Venue: Prague
Date: September 1999
Duration: 2 weeks
Number of participants: 10-16*
- 3. Workshop on Environment Protection Equipment and Systems
Venue: Prague and Brno
Date: October 1999
Duration: 2 weeks
Number of participants: 10-16*

b) Study Tours

- 1. Group Study Tour on Agricultural Engineering and Food Processes Technologies
Venue: Prague
Date: September 1999
Duration: 10 days
Number of participants: 6-10*
- 2. Group Study Tour on Continuous Competitiveness Improvement and Quality Management
Venue: Prague
Date: September 1999
Duration: 10 days
Number of participants: 6-10*
- 3. Group Study Tour on Energy Conservation and Sustainable Development
Venue: Prague
Date: November 1999
Duration: 10 days
Number of participants: 6-10*

c) Technical assistance, consultancy, project formulation, diagnostic and advisory missions to developing countries based on UNIDO's request. All the missions should be well documented by submission of detailed back-to-office mission reports and project documents prepared as a result of the mission. The Contractor should provide the services of the consultants for these activities within the budget of the subcontract. The international travels, DSA and terminal expenses will be paid from the budget of this project.

d) The Contractor should provide industrial information services on request of developing countries.

The following workshops and study tours were organized:

a) **WORKSHOPS**

1. **Workshop on Environment Protection Equipment and Systems**
Prague and Brno;
18 - 29 October 1999;
14 participants from 9 countries: Belarus (1), Brazil (1), Bulgaria (2), Egypt (1), Latvia (2), Romania (2), Slovenia (1), Syria (1) and Ukraine (3).
2. **Workshop on Small and Medium Size Enterprises**
Prague and Brno;
1 - 12 November 1999;
15 participants from 7 countries: Albania (2), Belarus (3), Bulgaria (1), Latvia (3), Romania (2), Syria (3) and Ukraine (1).
3. **Workshop on Laboratories Supply and Practices for Food Processing**
Prague;
15 - 26 November 1999;
10 participants from 5 countries: Albania (2), Belarus (2), Bulgaria (2), Romania (1) and Turkey (3).

The total number of participants of the above workshops was 39.

b) **STUDY TOURS**

1. **Study Tour on Agricultural Engineering and Food Processes Technologies**
Prague;
1 - 10 November 1999;
7 participants from 5 countries: Bulgaria (3), Egypt (1), Romania (1), Syria (1) and Zambia (1).

2. **Study Tour on Continuous Competitiveness Improvement and Quality Management**
Prague and Ostrava;
1 - 10 November 1999;
10 participants from 5 countries: Algeria (2), Egypt (4), Libya (1), Morocco (1) and Syria (1).
2. **Study Tour on Energy Conservation and Sustainable Development**
Prague;
6 - 15 December 1999;
7 participants from 3 countries: Bulgaria (3), Romania (2) and Egypt (2).

The total number of participants of the above study tours was 24.

JP, Prague cooperated in the preparation and implementation of training programmes organized by TECON and covered from other financial resources:

- Study Tour for entrepreneurs from Belarus in the area of SME, organized by the Belarussian Chamber of Commerce
15 - 29 February 1999;
23 participants from Belarussian companies/enterprises.
- Study Tour on Technical Gases - experience from the transformation and privatization in Czech Republic
21 - 27 March 1999;
4 participants from 2 countries: Bulgaria (3) and Ukraine (1).
- Seminar on COMFAR system
26 July - 6 August 1999;
4 participants from Belarus.
- Seminar on Marketing and Management (organized in the framework of the Central European Initiative)
15 - 23 November 1999;
18 participants from 7 countries : Albania (2), Belarus (2), Bulgaria (5), Moldova (2), Romania (2), Slovak Republic (2), Ukraine (3).

c) **MISSIONS TO DEVELOPING COUNTRIES**

1. **Mission to Bulgaria**
The purpose was review possibilities in cooperation development with Bulgaria

in the field of education, retraining, transfer of know-how in the area of transition to the market economy, privatization, trade and entrepreneurship, small and medium enterprises, environmental protection, feasibility studies, etc.

Ms. D. Trkalová; 10 - 12 January 1999

2. **Mission to Egypt**

with the aim to map/specify/identify demand driven programmes for TA and F projects in the multiple fields of environmental management /EMS for the improved business/competition/global market environment survival to ensure sustainable development.

Mr. J.V. Kroužek, Ms. Z. Stará; 20 January - 1 February 1999

3. **Mission to Lebanon and Egypt**

Purpose of this mission was to attend an Arab Regional Symposium in Beirut, Lebanon organized by the Arab Iron and Steel Union and to follow up achievements of the previous mission to Egypt; expenditures were covered from other financial resources.

Mr. J.V. Kroužek, Ms. M. Melichárek; April 1999

4. **Mission to India**

Purpose of the mission:

- to participate actively on TCDC International Workshop on Environment and Waste Management organized by Council of Scientific and Industrial Research (CSIR) in cooperation with NML Jamshedpur;
- to identify the development cooperation needs in the field of environmental sound technologies networking and discuss institutional building capacities in the field of Environment Management Systems application;
- to explore NGOs and university institutions participation in environmental development co-operation projects;
- to promote the possible Czech development assistance through multilateral and complementary bilateral cooperation projects in the multiple fields of industrial competitiveness improvement.

Mr. J.V. Kroužek; 23 November - 7 December 1999

d) **OTHER RELATED ACTIVITIES**

1. The following consultancy/information services were provided by the TECON staff members, JP Prague experts and experts from cooperating organizations / institutions:

- Consultancy services and missions of Mr. V. Krepl, Czech Agricultural University, in the area of agro-related industrial sectors during the year 1999;

- Visit of Mr. J. Steidl, Czech Technical University, to the University of Fortaleza, Brazil, with the aim to establish relations between universities and start their co-operation in the area of environment (it is a follow-up of Workshop on Environment Protection Equipment and Systems realized in 1998);
November 1999
2. The following reports were prepared by TECON staff members and JP, Prague experts for UNIDO:
- Evaluation Report of the Workshop on Environment Protection Equipment and Systems;
 - Summary Evaluation Report of the Study Tour on Agricultural Engineering and Food Processes Technologies;
 - Evaluation Report of the Study Tour on Continuous Competitiveness Improvement and Quality Management;
 - Summary Evaluation Report of the Workshop on Small and Medium Size Enterprises;
 - Summary Evaluation Report of the Workshop on Laboratories Supply and Practices for Food Processing;
 - Evaluation Report of the Study Tour on Energy Conservation and Sustainable Development.
3. The following projects documents, projects proposals and project formulation frameworks were worked out by TECON staff members, JP Prague experts and experts from cooperating organizations, or are under preparation:
- Preparation of a Czech contribution to the UNIDO/ICS programme „TECCH“ (Technology, Environment, Competitiveness and Change Management) with the co-operation with AGSS Ltd. Prague;
 - Two proposals for environmental projects were formulated together with representatives of Al Ezz Steel Rebars and Steel Mills Co, Egypt; these include for example following objectives: to enhance the air and water quality to conform with the international standard and the Egyptian law, to establish an EMS in the company and to be ISO 14000 certified with full compliance to the local regulations, to mitigate the impact of heat radiation especially at the coil finishing area, etc.;
 - Project proposal „Sampling techniques for laboratories“ - PHARE project;
 - Project proposal „Organization of seminars on HACCP“ - PHARE project;

- Co-operation with a company „ANITA '97", Sofia, Bulgaria in a preparation of the Leonardo da Vinci project „European standards in the management of educational systems“;
 - Project concept for a co-operation with the Bulgarian Ministry of Education and Science in the area of feasibility studies.
4. In the field of financial analysis of investment projects based on the UNIDO methodology and COMFAR software the following activities took place:
- The COMFAR system has been utilized for consulting the financial analysis in 8 companies throughout the Czech Republic. 3 of these cases represented financial analyses of real investment projects (infrastructure, natural sources utilization, real estate development).
 - As a result of the consulting and/or the promoting activity, 14 potential licensees of the COMFAR III Expert have been instructed and provided with full sets of materials, including the Order Forms. 13 of them have been potential new licensees in the following structure: Czech Republic 4, Bulgaria 3, Belarus 2, Latvia 1, Austria 1, Romania 1, Slovakia 1. At least 2 Czech language modules also promoted.
 - The education and training activity in the field of the financial analysis methodology and COMFAR system utilization was continuing during the period. TECON organized in co-operation with JP/MI seminars and workshops covering the topics according to the requirements of companies, including case studies. Altogether 10 participants attended 1 one-week and 1 two-weeks seminars on COMFAR III Expert.
 - Mr. Herman conducted 2 shorter (1 day) instructive lectures on the financial analysis of investment projects and the COMFAR III Expert utilization for the Central European Initiative and one for UNIDO - JP Workshop (30 participants altogether).
 - Mr. J. Herman (as a UNIDO expert) conducted one two-weeks UNIDO Workshop on the Preparation of Financial Feasibility Studies and the Application of COMFAR III Expert in Baku, Azerbaydjan (September 27 - October 9, 1999) and another two-weeks training mission on the Application of the Computer Model COMFAR III Expert for the Financial and Economic Appraisal of Investment Projects (November 21 - December 3, 1999; one week of it in St. Petersburg and one week in Moscow, Russia).

5. TECON staff members and experts of the JP, Prague promoted UNIDO's and Joint Programme's tasks and activities in a lot of occasions and they participated in several international/national exhibitions and other events, namely:
- Preparation of a programme for the International Study Tour of Vietnamese government officials to the Czech Republic and Hungary with a view to learning and gaining experience on various aspects relating to public sector retrenchment programmes, policies and practices
 - Presentation of JP, Prague activities at a meeting of Czech - Arab Association; Prague, Czech Republic; 28 January 1999
 - Presentation of JP, Prague activities at a seminar of Czech - Arab Chamber of Commerce; Prague, Czech Republic; 10 February 1999
 - Participation in the International Food Fair „SALIMA“ in Brno, Czech Republic; 3 - 4 March 1999; Ms. D. Trkalová
 - Co-operation in preparation and realization of seminars organized by the Good Economic System Ltd. (GES) Ostrava, aimed at waste treatment, legal regulations for the area of environment, etc.
 - Active participation at a seminar organized by the GES Ltd. Ostrava and aimed at „Environmental Management according ISO 14001 and EMAS“; Znojmo, Czech Republic; 13 - 15 April 1999; Ms. D. Trkalová
 - Preparation of a quotation to provide consulting services for the Latvian Business Days, organized by the Latvian Development Agency within the visit of the President of the Republic of Latvia to the Czech Republic; Active participation in the Latvian Business Days; Prague, Czech Republic; 10 - 12 May 1999; Ms. D. Trkalová
 - Participation at the International Metallurgical Conference and Fair „METAL 1999“ in Ostrava, Czech Republic; May 1999; Mr. J.V. Kroužek
 - Working meeting at UNIDO Vienna aimed at a preparation of JP, Prague activities in 1999; Vienna, Austria; 31 May 1999; Ms. D. Trkalová, Ms. Z. Stará
 - Co-operation on the UNDP nationally executed project CEH/99/001 „Promotion of National Capacities for International Development Cooperation“; Ms. Z. Stará, Ms. D. Trkalová; Membership of Ms. D. Trkalová in the Project Steering Committee of this project

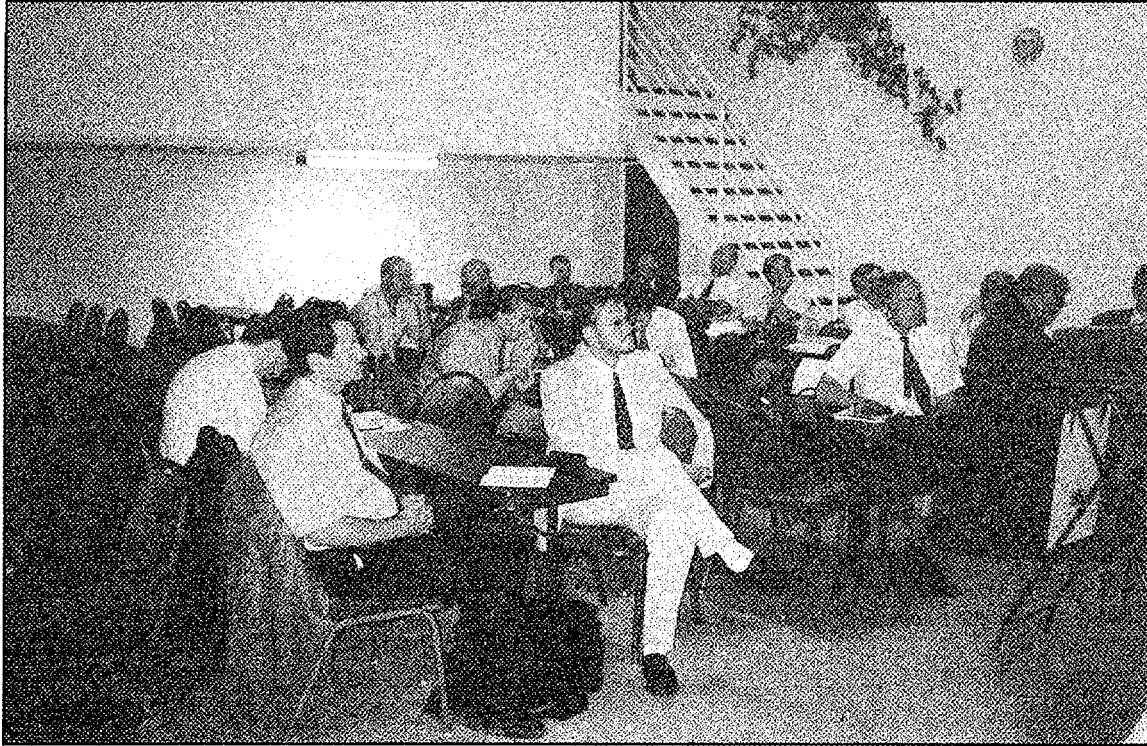
- Presentation of UNIDO and JP, Prague activities at the 8th International Conference „Quality '99" with the following contributions: „Joint Programme and UNIDO Approach to the Introduction of Quality Management in the Countries in Transition to Market Economy“ and „Impact of Globalization and Technology Achievements, Including Information Technology, on Quality Management and Steel Products Trading“; Ostrava, Czech Republic; 1-3 June 1999; Mr. J.V. Kroužek
- Participation in meetings organized in the framework of the visit Mr. Kofi Annan, Secretary-General of the United Nations, to the Czech Republic; Prague, Czech Republic; 16 - 17 July 1999; Ms. D. Trkalová, Ms. Z. Stará
- Presentation of UNIDO and JP, Prague activities at the 2nd Summer School of Development Aid and Co-operation with a contribution „UNIDO role and development programmes, co-operation with the Czech Republic“; 25 August 1999; Mr. J.V. Kroužek
- Participation in the International Engineering Fair in Brno, Czech Republic; 13 - 16 September 1999; Ms. D. Trkalová, Ms. M. Bohmová, Ms. Z. Stará; Mr. P. Trkal
- Preparation and realization of one-day seminar “Effective utilization of information systems in engineering“, Brno (Brno Congress Centrum / Brno Trade Exhibition Area), Czech Republic; 14 September 1999; the seminar was a part Brno Fair accompanying programme and was attended by 30 participants, representatives of various Czech companies / institutions / universities;
- Presentation of JP, Prague activities at a seminar of Czech - Jordan Association; Prague, Czech Republic; 23 September 1999
- Participation in the international fair of information technologies INVEX-Computer in Brno, Czech Republic; 5 - 6 October 1999; Mr. P. Trkal
- Participation in the International Environmental Fair (ENVIBRNO) in Brno, Czech Republic; 19 - 21 October 1999; Ms. Z. Stará
- Co-operation in a preparation and realization, including active participation, in the 2nd International Czech-Swiss Meeting „EKO-KONTAKT“ (ECO-CONTACT Meeting); Čelákovice and Mělník, Czech Republic; 4 - 5 November 1999; Ms. D. Trkalová, Ms. Z. Stará, Mr. J. Herman;
The main topics of this event were energy conservation, collection and treatment of municipal wastes. The meeting was attended by 80 participants: representatives of Czech towns and municipalities, technical services corporations and firms providing technical services for towns and municipalities, representatives of Czech

companies interested in establishment of business contacts with Swiss firms;

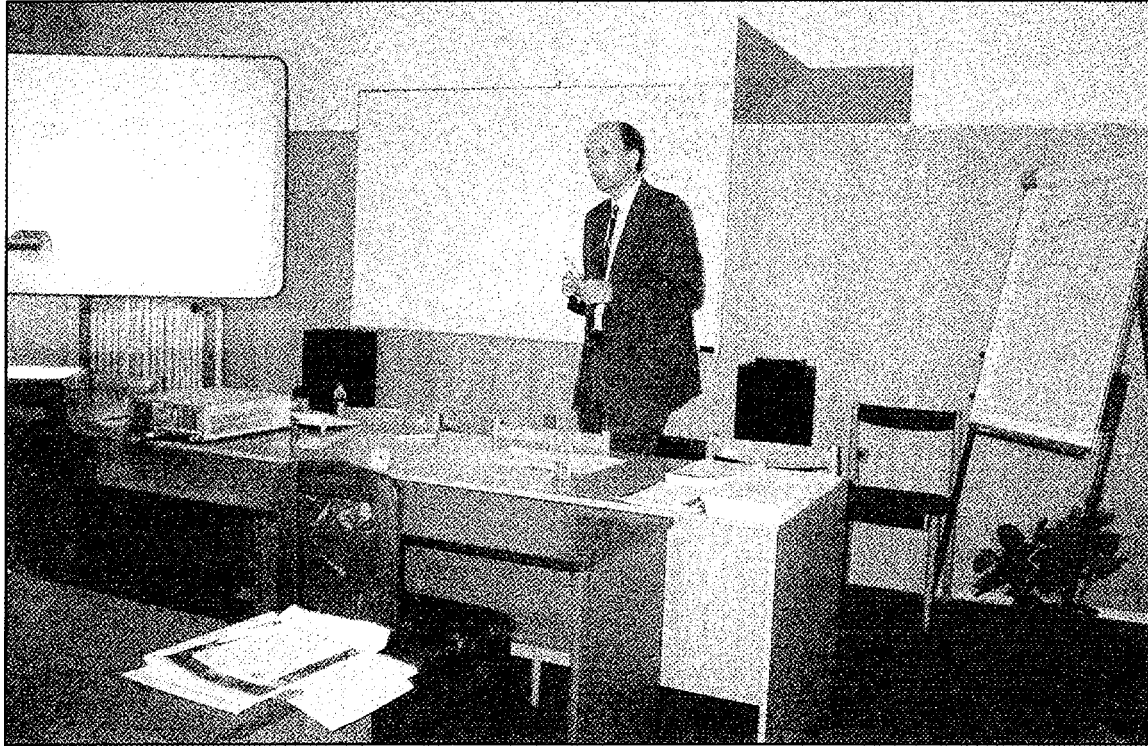
- Presentation of JP, Prague activities and discussion about co-operation possibilities at the meeting with St. Petersburg's entrepreneurs on the occasion of their mission to the Czech Republic; Prague, Czech Republic; 19 November 1999; Ms. D. Trkalová
- TECON's membership in the non-profit Europe-2000 Association (Bulgaria, Czech Republic, Germany)

SAMPLE PHOTOGRAPHIC DOCUMENTATION

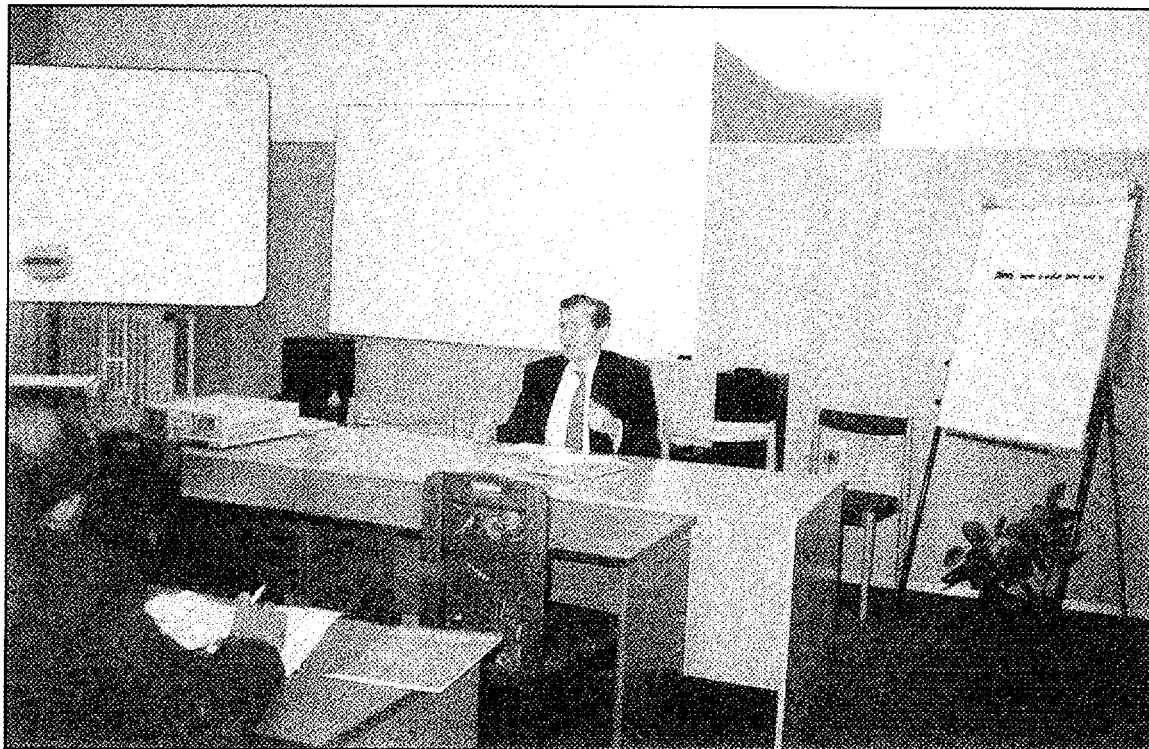
**Seminar on Effective Utilization of Information Systems
in Engineering
14 September 1999**



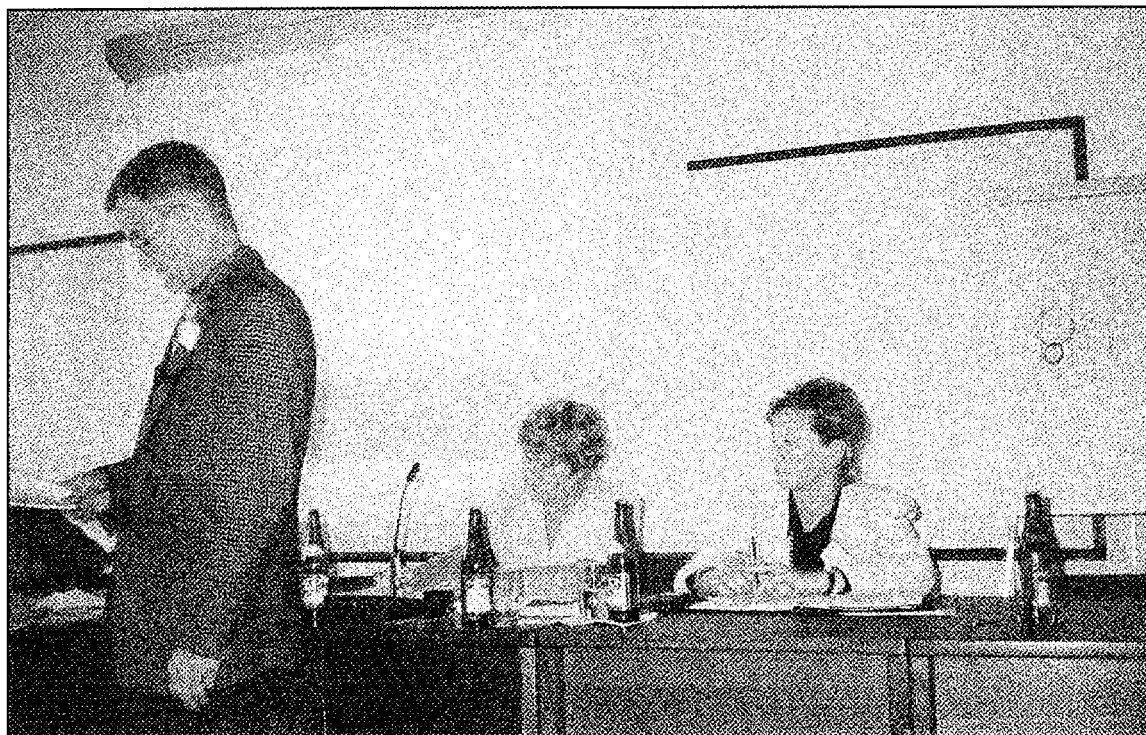
Workshop on Environment Protection Equipment and Systems 18 - 29 October 1999



**Study Tour on Continuous Competitiveness Improvement
and Quality Management
1 - 10 November 1999**



**International Czech - Swiss Meeting „EKO-KONTAKT”
4 - 5 November 1999**



Workshop on Small and Medium Size Enterprises 1 - 12 November 1999

