

Training formats

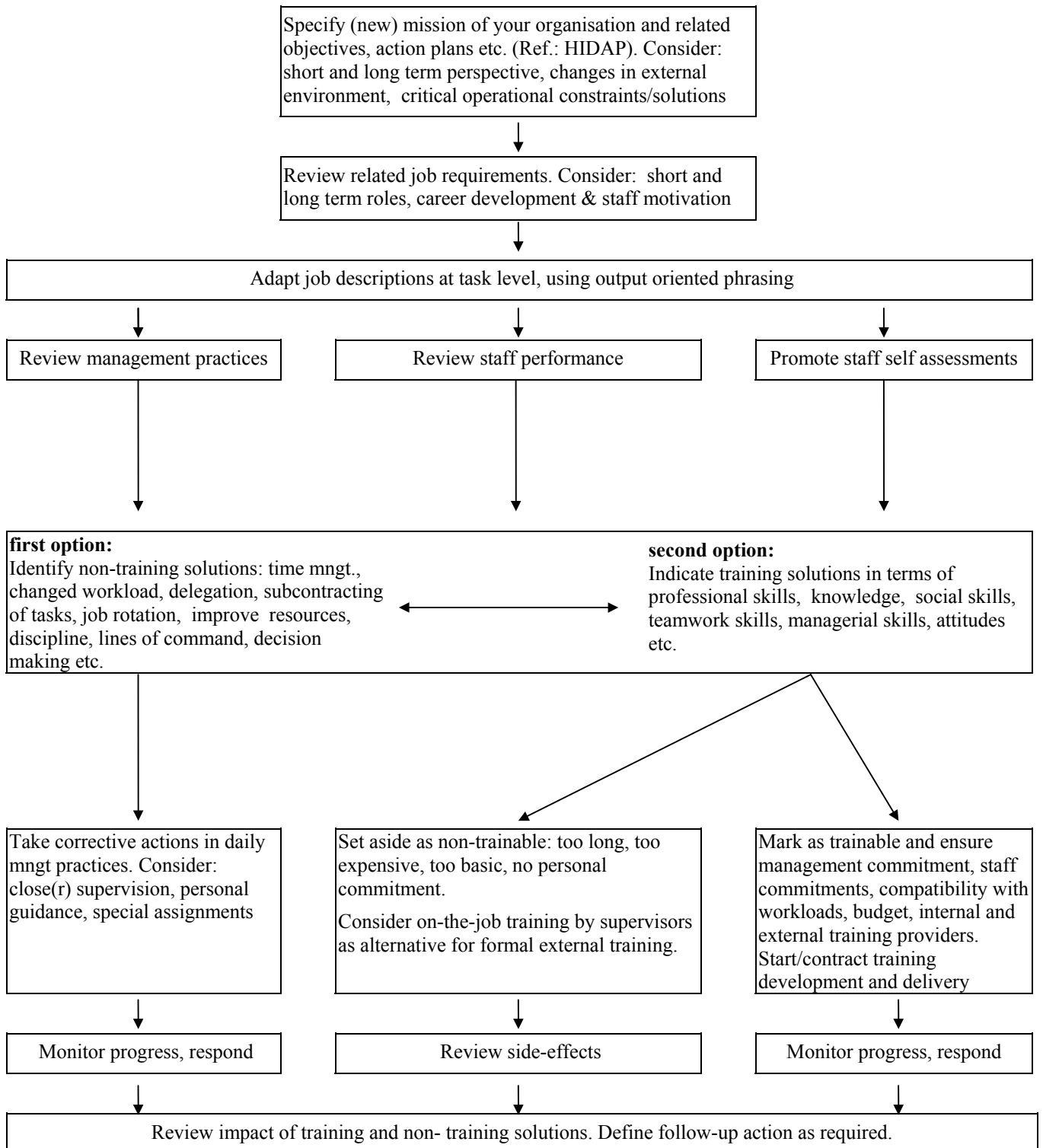
TIS form 1.1 *Human resources and training development model.*

Training development starts in the beneficiary organisation, as part of the human resource development plan. In the Hydrology Project, the right timing for human resource development when the organisational objectives are clarified and the staff's ability to realise these objectives are assessed.

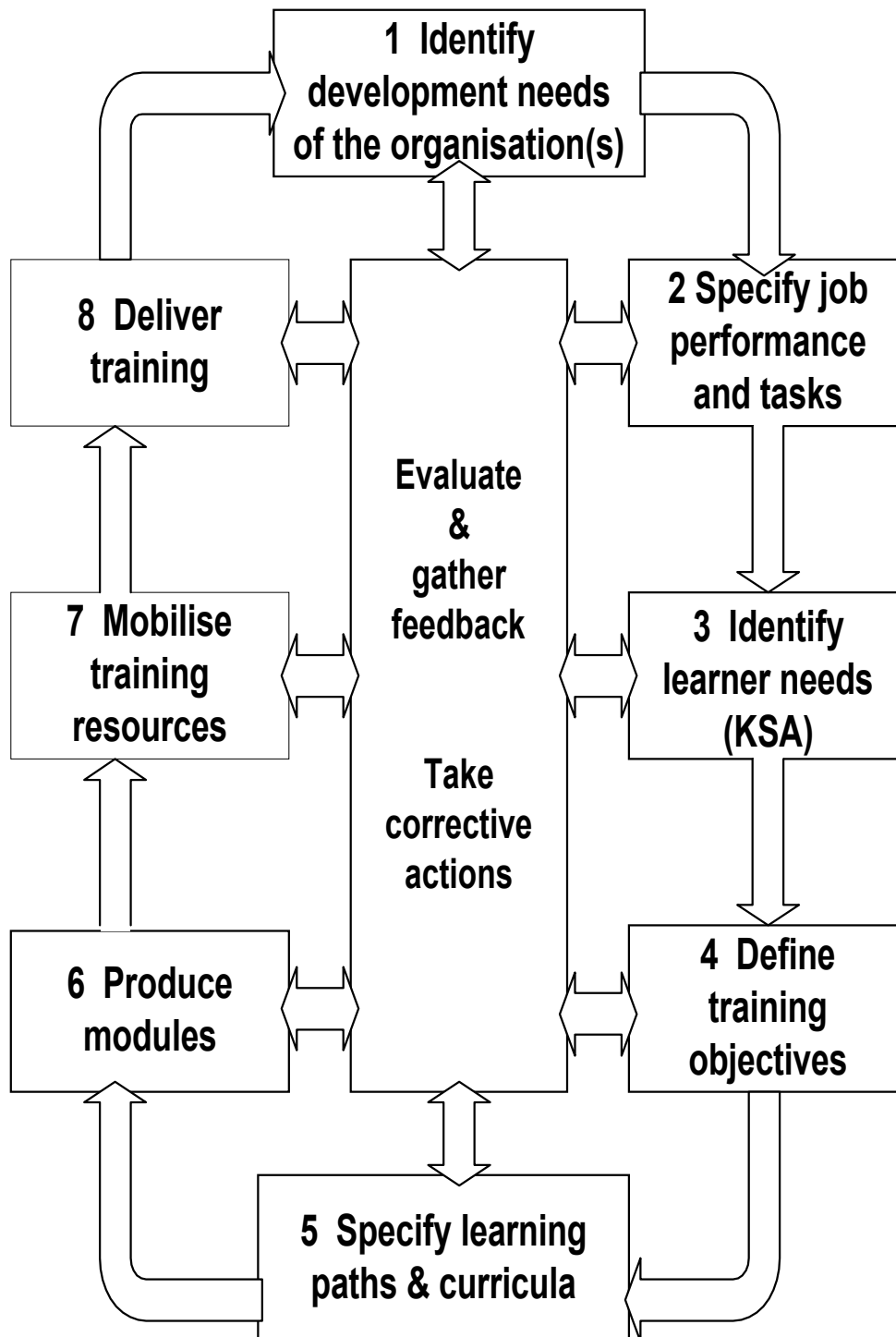
Preferably, the State Training Co-ordinator and selected Training Institutes should attend training needs analysis sessions to timely ensure that training supply matches with training demands and be able to provide trainable solutions for the organisation's performance. This would avoid too high (or too low) expectations on the post-training impact for the beneficiary organisation.

*The model provided here helps to make HRD and training decisions in a systematic way. In progress reports, a narrative summary would be given of the effort to apply this model in an organisation, and define short and long term training priorities at organisational, job and personal level in trainable categories of knowledge, skills and attitudes (KSA). For this purpose, **job descriptions** of key hydrology functions are indispensable. All hydrology job descriptions are available separately.*

TIS form 1.2 *Human resource development model*



TIS form 1.3 *Training development model*



This section covers development taking place (or planned) in the training organisation, illustrating its efforts to consolidate the position in the training sector. The check-list helps to select relevant issues.

Training Institute Development checklist**1 Training requirements in the sector**

- changing requirements: quantities, types of participants
- hydrology and non-hydrology clients
- publicity, marketing
- certification, course recognition

2 Corporate development

- annual targets
- review sessions
- national and international partnerships and networks

3 Staff

- increase/decrease
- staff assessments
- staff development activities: study visits, ToT, networking, participation in seminars
- staff specialisation in response to client requirements

4 Training (product) development

- training needs analyses undertaken with/on behalf of clients
- longer term impact studies among trainees
- course evaluations and corrective actions in training practices, materials, management.

5 Resources

- buildings, lodging, campus facilities
- board, mess, recreation, medical etc. support services
- reference library
- audio-visual learning materials
- demo sites, workshops
- training equipment
- transport
- communications

Faculty / Trainer profiles

Contains basic facts on HP trainers engaged in the program, be it full-time (faculty CTI/State) or part-time guest trainers. One form is to be prepared for each individual trainer.

Faculty & trainer profile: information

Identification

Full Name _____

Full private address _____

City & pin code _____

State _____

Telephone & E-mail _____

Date of birth _____

Background

Main Education: _____

Other training courses: _____

Present Employer: _____

Central / State: _____

Designation: _____

Since (date): _____

Previous position: _____

HP training functions (one or more, as applicable)

Training manager, since	Topics: _____	full time / part-time
Curriculum developer, since	Topics: _____	full time / part-time
Trainer/instructor, since	Topics: _____	full time / part-time
Module producer, since	Topics: _____	full time / part-time
Resource person, since	Topics: _____	full time / part-time

Trainer development

Lists courses and events attended by trainers for their own performance improvement as trainer. This includes Training of Trainers, workshops, conferences, study tours etc. It also lists key courses/events where the trainer played an active role. These trainer services are not limited to training course / module delivery only. Specialised services in training management, main text development, course designing etc. are also worth mentioning. One form is to be prepared for each individual trainer.

Faculty & trainer profile: development

Full Name: _____

Date of Birth: _____

Hydrology training attended

Course/event (1) _____ Course/event (2) _____

Provider: _____ Provider: _____

Date: _____ Date: _____

Remarks: _____ Remarks: _____

Course/event (3) _____ Course/event (4) _____

Provider: _____ Provider: _____

Date: _____ Date: _____

Remarks: _____ Remarks: _____

Training services provided under the HP

Course deliveries, session deliveries, workshop speaker, course design, module (re-)production, etc.	Date	Remarks
1		
2		
3		
4		
5		

Module production steps

- Step 1** Write or obtain a valid technical text (**lecture notes**)
- Step 2** Prepare module **profile sheet**
- Step 3** Consider module **context**
- Step 4** Make **session plans**
- Step 5** Specify **evaluation** method
- Step 6** Produce **overhead sheets**
- Step 7** Produce **handouts**

HP module format

1. **Cover page**
2. **Table of contents**
3. **Module context**
4. **Module profile sheet**
5. **Session plan**
6. **Evaluation**
7. **Overhead sheets (masters)**
8. **Special handouts (masters)**
9. **Table of contents for main text**
10. **Main text**
11. **Annexes for main text**

TIS form 5.2 **Curriculum and module development check list**

When you have your draft training course and modules ready, check it against the following guidelines and critical questions:

1. Are objectives clearly stated, operational and split in knowledge, skills, attitudes?
2. Which level of the class should we train: top, middle or bottom?
3. What factors are important in deciding the sequence of subjects taught? What is the proper sequence ?
4. Should you send out readings in advance to participants ?
5. What can you do to improve the rhythm of the course and the emotional climate among the participants ?
6. Is there enough practical work to do ? Is there a proper balance between (morning) lectures and exercise/case studies/discussions (in the afternoon) ?
7. Don't have lectures in the afternoon. Instead, schedule exercises/workshops or small group work.
8. Debrief exercise/case-work results the next morning and discuss issues.
9. Schedule 'hard' work (perhaps exercises) in the first week of a course to set a tone of serious business.
10. In new subjects or techniques, start with a simple exercise and build up the participants' confidence with progressively more complicated skills.
11. Build as much participation as possible into all sessions.
12. Use a mix of different methods to change the pace.
13. After several days of a 'hard' subjects, provide several sessions of lighter subjects.
14. Don't schedule two hard sessions on the same day with different topics and long home work requirements.
15. Should all exercises be scheduled during classroom time or is home work required?
16. Should multipurpose cases/examples/field trips be used throughout the entire course or just towards the end ?
17. Will you try to simulate the real life situation of participants? How?
18. How about free time for digesting and relaxation?
19. Should you apply pre-tests for distributed materials or organise (simulated) pilot training sessions ?
20. Should you attempt more self-directed learning?
21. Should you include (more) tests to measure whether skills are really mastered?
22. How important is it to develop an analytical approach and critical thinking? How is this developed during the course?
23. Should you ask for more written essays or presentations by the participants to demonstrate understanding?

Course specification**Target group:****Provider:****Location:****Duration:****Remarks:****Consultant:****Content / objective:***(syllabus on opposite page)**After this course, the participants are able to*

•

Admission qualifications:

•

Training methods:*Lectures, exercises, discussions***Equipment/software used:****Course fee:***Per person Rs.**(incl. daily transport, fields trips, equipment use, handouts, snacks, lunches)***Board & lodging:***Per person per night Rs.**(at institute's facilities, including breakfast and dinner)**Or: To be arranged by participants***Name of
institute/provider:****Contact person:****Address:****Nearest railhead:****Telephone:****Fax:****Telex:****E-mail:**

Day 1

Day 2

Day 3

Day 4

Day 5

Day 6

Day 7

Day 8

Day 9

Day 10

Module identification.

Training needs, as identified with the human resources development model 3.1, will ultimately lead to a list of training topics. For each topic a further description is made with the help of this form. At this early training development stage, one need not be too strict on items like duration, methods etc. However, clear titles, precise training objectives and a short description of the module contents in key words, will avoid lots of confusion when the modules are to be produced by others. Module identification sheets serve as Terms of Reference for module producers

One sheet is prepared for each module under production.

TIS form 6.2 *Training module identification*

Title :

Code : (Module specific codes will be introduced later)

Target group(s) :

Language(s) used :

Delivery duration :

Module context : **To follow this module successfully, participants should, upon entry, be familiar with:**

To apply this module successfully, participants should upon exit, continue with:

Objective(s) : **After training, the participants will be able to:**

-

-

Contents, in key words :

Training methods: :

Training aids :

Handouts for trainees :

Reference reading :

Module listings and production steps

It is highly practical to keep an overview of modules under production and note completion of various important production steps. This form helps to do so. The module lists and groupings used here do not represent actual training courses (syllabi). In training courses, the sequence of modules and the selection of modules is based on learning principles and training needs, whereas these lists only serve easy retrieval and monitoring purposes. The sequence of titles within a cluster is random.

Code: Each module will carry a simple, unique reference code. As we are still in the process of adding, splitting and combining modules, these codes are as yet not introduced. For the moment, the module title in combination with general indicators like SW, GW, WQ, DM, HM etc. will do.

Title: For each task in the HP job descriptions there should be at least one corresponding module in these listings. In addition, there will be training modules which do not relate to specific tasks, but help to design training courses (for example: *Understanding the hydrological cycle*).

HP job match: Includes references to related HP job(s).

Profile sheet: Indicates who will prepare a particular module.

Tech. Docs: Indicates who will prepare, or has prepared, the technical information related to a module.

HP Tech. Review: Refers to the review by competent authority of the final version of main texts prepared by CTIs. This can be arranged through mail and/or personal contact, as required.

Training Aspects: Refers to the preparation of session plans, training aids, handouts, evaluation etc., which makes a module trainable. Module format guidelines and examples are also available.

Training Review: Refers to the review of the final versions of training modules by CTIs and States.

Evaluations: Here, dates are noted of the evaluation session(s) which take place after first deliveries. Only inclusion of evaluation results in a module would earmark such a module as “completed” and ready for routine application and final publishing.

TIS form 7.1 ***Course development activities***

Annual training plans should not exclusively focus on delivery of training courses. New training courses would take time to prepare and should be tested before they become routine matters in the annual training menu. This checklist helps to schedule additional time needed to develop and test new courses.

Course development activities

Course title:		Financial year.....												
Activities		By	4	5	6	7	8	9	10	11	12	1	2	3
Design and preparations														
1.	Prepare / obtain job description, note typical HP tasks													
2.	Define job training needs													
3.	Specify learning paths and curricula per job													
4.	List training modules / topics per training event													
5.	Prepare module profiles													
6.	Ensure partnerships (or subcontract) with external providers													
7.	Mobilise, brief, train the trainers / partners / faculty													
8.	Ensure equipment and demo sites for training													
9.	Prepare techn. documentation and main texts for all mods													
10.	Prepare module session plans, handouts, masters, evaluation													
11.	Assemble master trainer manual from modules													
12.	Arrange for technical and trainability reviews through HP													
13.	Incorporate HP review results in trainer & trainee materials													
14.	Translate selected module components													
15.	Duplicate materials													
16.	Train the trainers / faculty, as required													
17.	Mail self-study materials and syllabus													
1st course delivery														
1.	Arrange logistics and finance, use checklists													
2.	Mail final programme, ensure mobilisation of participants													
3.	Conduct training as planned													
4.	Evaluate materials, trainers, trainees, logistics													
5.	Take corrective actions													
6.	Finalise progress reports and trainee administration													
Subsequent deliveries (10 - 15 persons per cours)														

TIS form 8.1 ***Annual course planning***

In States and CTIs, course delivery planning takes place on an annual basis and the planning period starts on the 1st of April. This ensures proper budget reservations and timely announcements to the participants to mobilise themselves.

The effective group size for a training course is between 10-15 persons. For high coverage targets, the number should not be increased, but the course repeated.

This TIS form may be considered the most important fact sheets.

Training plan and calendar (1 / 2)

Agency:

	Courses	Staff					2001 - 2002												Remarks						
		Net	gross	revise	achiev	bal.	J	A	S	O	N	D	J	F	M	A	M	J		J	A	S	O	N	D
1.																									
2.																									
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25.																									

Course evaluation

To record the findings of course evaluation sessions, this open-ended form is suggested as it helps to arrange (critical) findings and corrective actions towards trainers, materials, trainees and/or logistics. Evaluators may wish to record the most critical and manageable items only and ignore irrelevant items and unmanageable improvements.

*One sheet is prepared for each course delivery. After a few rounds of deliveries and corrective actions, course strengths would increase and weaknesses decrease. **The phrasing of each course specific evaluation form should be modified accordingly before each course.***

TIS form 9.1 *Training evaluation form*

Course or session title: Date: ... / ... / 20..

1 Contents and job relevance

Which job related knowledge, skills or attitudes did you expect to improve during this course?

- 1
- 2
- 3

Did this course meet your personal training objectives and expectations?

- Yes, absolutely
- Yes, except for
- No, because

Which specific tasks in your job do you expect to improve after attending this course?

- Especially
- I doubt whether I will apply newly acquired knowledge on because.....
- I doubt whether I will apply newly acquired skills in because

What is your overall rating of the course contents and their relevance in your job as (circle one figure):

Excellent		Good		Medium		Poor		Bad	
10	9	8	7	6	5	4	3	2	1

2 Trainers

Please comment in key words on the trainers who made a positive impression on you:

- Name: Strong points:,,
- Name: Strong points:,,
- Name: Strong points:,,

Please comment in key words on trainers who could improve their performance:

- Name: Weak points:,,
- Name: Weak points:,,
- Name: Weak points:,,

What is your overall rating of the trainers in this training course (circle one figure)

Excellent		Good		Medium		Poor		Bad	
10	9	8	7	6	5	4	3	2	1

3 Materials

Please comment on the materials (transparencies, handouts, text) provided to you:

- They are good, because
-
- They are fine, but I suggest to improve
-
- They are disappointing, because
-

What is your overall rating of the **materials** used in this course (circle one figure)

Excellent		Good		Medium		Poor		Bad	
10	9	8	7	6	5	4	3	2	1

4 Logistics

Please comment on the logistics and course organisation:

- All arrangements were fine
- I suggest the organisers to pay more attention to
-
- Disappointing, because
-

What is your overall rating of the logistics / management of this training course (circle one figure)

Excellent		Good		Medium		Poor		Bad	
10	9	8	7	6	5	4	3	2	1

5 General

Would you recommend this training skills course to your colleagues ?

- Yes, because
- No, because

What improvements would you recommend for courses like this ?

- 1
- 2
- 3

What is your overall rating of this training course (circle one figure)

Excellent		Good		Medium		Poor		Bad	
10	9	8	7	6	5	4	3	2	1

TIS form 9.2 *Post-evaluation form for corrective actions*

Course title :
 Hydrology sector :
 Target group(s) :
 Delivery date(s) :

Important evaluation findings	Corrective actions
<i>Trainers:</i>	
1	1
2	2
3	3
etc.	etc.
<i>Trainees:</i>	
1	1
2	2
3	3
etc.	etc.
<i>Materials:</i>	
1	1
2	2
3	3
etc.	etc.
<i>Logistics and training management:</i>	
1	1
2	2
3	3
etc.	etc.

Trainee information

Considering the usually high training targets, this trainee information sheet is kept as simple as possible. Its purpose is to record at a personal level all training received. For long-term training impact studies, a traceable sample of trainees could be taken, to find out (for example) how many people were trained per organisation, how long people remain positioned in the job they were trained for, continuity in training exposure etc.

TIS form 10.1 *Trainee information*

Identification

Full Name: Mr. / Mrs. _____ Res. address: _____
Date of Birth: _____

Hydrology function

Present job: _____
Organisation: _____
Central/State: _____
Location and name of site/lab/office, where posted: _____
Since (date): _____

Hydrology training attended

Course / event (1)	_____	Course / event (2)	_____
Provider:	_____	Provider:	_____
Per date:	_____	Per date:	_____
Remarks:	_____	Remarks:	_____
Course / event (3)	_____	Course / event (4)	_____
Provider:	_____	Provider:	_____
Per date:	_____	Per date:	_____
Remarks:	_____	Remarks:	_____

Trainee information

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TIS form 10.1 *Trainee information*

Identification

Full Name: Mr. / Mrs. _____ Res. address: _____
Date of Birth: _____

Hydrology function

Present job: _____
Organisation: _____
Central/State: _____
Location and name of site/lab/office, where posted: _____
Since (date): _____

Hydrology training attended

Course / event (1)	_____	Course / event (2)	_____
Provider:	_____	Provider:	_____
Per date:	_____	Per date:	_____
Remarks:	_____	Remarks:	_____
Course / event (3)	_____	Course / event (4)	_____
Provider:	_____	Provider:	_____
Per date:	_____	Per date:	_____
Remarks:	_____	Remarks:	_____

Checklist for recurring training cost

During specification of training budgets, per course and financial year, this checklist helps to avoid overlooking typical training items. The suggested level of detail will allow to prepare realistic budgets, spot discrepancies in critical unit prices and to justify budget revisions. The sheet also makes transparent how beneficiary organisations and training providers share various training related cost.

Checklist for recurring training cost

Name of training course:

Delivery date:

1 Training design cost (per course under preparation)

- 2**
1. Acquisition of technical documentation / library Rs.....
 2. Preparation of technical texts / lecture notes Rs.....
 3. Training module preparation Rs.....
 4. Technical review sessions Rs.....
 5. Module re-production / updating Rs.....
 6. Travel cost of text producers / resource persons Rs.....
 7. DTP, illustrations, graphics Rs.....
 8. Printing, photocopying Rs.....
 9. Mailings Rs.....
 10. Communications Rs.....
- sub-total Rs..... **(A)**

2 Training delivery cost (per course / delivery)

1. Rental of training room(s) Rs.....
 2. Lodging (hotel / hostel rent) Rs.....
 3. Tea, snacks, breakfast, lunches, dinners Rs.....
 4. Training equipment rental
(overhead projector, flip chart, computer(s) etc. Rs.....
 5. Spare parts: bulbs, tapes, cartridges Rs.....
 6. Folders, handouts Rs.....
 7. Training toolkit / stationery Rs.....
 8. Photography / video recording Rs.....
 9. Training equipment rental Rs.....
 10. Certificates Rs.....
 11. Banners, announcements Rs.....
 12. Mailing Rs.....
 13. Communication (telephone, fax) Rs.....
 14. Transport: trainers/faculty/organisers Rs.....
 15. Transport: trainees Rs.....
 16. Transport: site visits Rs.....
 17. Trainer / faculty fees Rs.....
 18. Trainee TA / DA Rs.....
 19. Support staff: administrator, drivers, helpers Rs.....
- sub-total Rs..... **(B)**

Total **(A + B)** = Rs **(C)**
 No. of trainees **(D)**
 Cost per trainee **(C/D)**: Rs

Checklist for capital training cost

This checklist is closely based on the expected training investments and helps to organise the information..

TIS form 11.2 *Checklist for capital training cost (non-recurring)*

1. Buildings/refurbishing for training		Rs
2. Library / ready made training materials		Rs
3. Equipment / furnishing		Rs
4. Training Equipment Package		
4.1 Slide projector with audio system		Rs
4.2 Overhead projector		Rs.....
4.3 Furniture		Rs.....
4.4 Photocopier		Rs.....
4.5 Binding machine		Rs.....
4.6 Laminating machine		Rs.....
4.7 TV / VCR unit		Rs.....
4.8 Still / video camera		Rs.....
4.9 Books and publications		Rs.....

	sub total	>>> Rs
5. Mini bus		Rs
6. Vehicle running		Rs
7. Conventional hydrology instruments for training		Rs
8. New, sophisticated hydrology instruments for training		Rs
9.		
10. Photocopier, off-set printer		Rs
11. Traveling		Rs
12. Incremental staff		Rs
13. Misc. / temporary lease		Rs
14. Hosting seminars / workshops		Rs
15.		
16.		

TIS form 12.1 *List of participants*

Course.....Date.....

No.	Surname	Other names	Full correspondence address	Designation	Telephone	Fax	
1							
2							
3							
4							
5							

EXAMPLE

Overseas postgraduate training HIS Surface Water

scenario & handouts for participants

Delivered by IHE Delft and prepared under the HP Technical Assistance by the Government of the Netherlands. May, 1998

IHE Delft: +31 - 15 - 21 51 715
Hotel in Delft: +31 - 15 - 21 22 125
HP in Delhi: 011 - 68 61 681, 6861682, 6861683, 6861684

Included

- 1 Mobilization agenda
- 2 Professional issues (to be completed)
- 3 Logistical matters and travel advice
- 4 Social tips
- 5 Flight preferences

To be added to this folder:

- 6 Updated list of participants and personal information

Additional handouts

- 7 HP - HIS description
- 8 IHE course syllabus
- 9 Information on IHE
- 10 Information on The Netherlands
- 11 Information on the city of Delft

Mobilization agenda

Wednesday, 20 May

- 11.00** 1 Meet at HP office. **Handout:** this agenda
Collect passports
Make two (2) copies of relevant passport pages. Provide one copy to participants, keep one set in HP file.
Handout: Check and complete personal information and Delhi contacts. Add telephone in Delhi.
Enter data in overview. Print 15 copies
Handout: Make overview of flight preferences
Proceed to AMBE with list of participants + flight preferences.
Guide participants in completing NL visa application forms
Check political clearance / visa note as required
Collect completed forms+photograph+clearance+invitation letter DHV
- 13.00** 11 Lunch
 12 **Handout:** IHE profile and programme, Delft info
 13 Fax complete overview of participants to IHE
 14 Proceed to RNE before hours

Thursday, 21 May

- Early morning** 1 RNE closed ? Collect passports with visa and other docs ??
10.00 2 Participants in HP office
 3 **Handouts:** HIS introduction (TG2) & list of questions

Friday, 22 May

- 10.00 ??** 1 Meet at the HP office. Or: after lunch, in case of RNE delays.
 2 Collect passports with visa and Holland info before hours
 2 Distribute passports, tickets, seat bookings
 3 **Handout:** Travel advice, rules of the game etc.
 4 Free afternoon for pre-departure works
- 21.30** Participants assemble at the entrance of main waiting lounge of IG International Airport, opposite the main departure building. When the group is complete, proceed from there for check-in at special KLM counter for groups. Assistance will be provided KLM staff.
- 22.00** Check-in starts at IGI airport: security check of checked-in baggage, check-in at KLM counter, security check, immigration and customs, assemble close to the appropriate gate for boarding.

Saturday, 23 May

Flight: 00.55 (scheduled time of departure) – 06.35 (scheduled time of arrival). Pick-up by IHE. Proceed to Delft.

Professional issues - surface water
(further arrangement needed)

Logistical matters and travel advice

Luggage

We suggest to put name labels on both the outside and inside of your luggage. In case you are carrying a camera or similar articles, please get these endorsed on your passport/collect some documents as proof. You may need these at Indian customs, when you return. You are entitled to carry 20 kilos of luggage. Usually, a few kilos extra will not be charged. Recently, the policy to carry only one bag of reasonable proportions for your hand luggage is strictly applied. Excess luggage is to be paid by the participant.

Upon return, IHE will provide all participants a reasonable fixed amount in Dutch guilders, to cover the cost for excess luggage (books, training materials)

Extra money

During your stay in The Netherlands, the DSA provided by the HP is (more than) sufficient. However, in case of additional personal requirements please inform the travel agent, for facilitating extra money under the Foreign Travel Scheme (FTS) . The GoI allows carrying foreign currency up to US \$ 3000. Of course, this is purely from the personal funds of participants.

Transportation

Regular transport for the whole group is free of charge and arranged by IHE. This includes: travel from and to Schiphol airport and all travel in The Netherlands while on assignment for training purposes only. All other travel should be arranged and paid by the participants, including travel from your home to Delhi, in Delhi, to your home destinations upon return to India, and during your privately arranged outings in evenings and weekends in the Netherlands.

Tickets & airport tax

Your ticket is valid for the dates and places mentioned in the ticket. Ticket extensions and re-routings upon completion of the training in the Netherlands, should be arranged by the participants themselves in Delhi (before departure) and additional costs/charges, as required, paid by them. Airport tax payable at Indira Gandhi International Airport at Delhi and at the Schipol airport at Amsterdam on the return flight is already paid and included in the ticket.

Visa

Your visa allows for a single entry/exit in The Netherlands. For additional personal trips, visa arrangements are to be made and paid by the participants in Delhi (before departure) as you have hardly any office hours available to do so in NL

Board and lodging

Hotel *accommodation* during your stay in NL is pre-booked. The hotel tariff includes a breakfast. Accommodation payments will be made by the IHE.

All costs towards *board* (lunches, dinners, coffee, tea, snacks), laundry, phone calls, evening drinks etc. are payable by the participants. For this purpose, the hotel management will keep record of your individual lunches, dinners, drinks, telephone, laundry etc. and you are requested to settle these bills on time. Bills not settled by an individual during check-outs, are payable by the last person checking out.

Daily Allowances & payments

IHE will pay a fixed Daily Subsistence Allowance (DSA) of Dfl 75 (seventy five Netherlands guilders) per person per day, including weekend and international travel days.

Insurance & emergencies

For the period abroad a group travel/tourist insurance is arranged by IHE. This insurance offers (limited) protection against theft, medical cost, liabilities, etc. Your money and valuables are *not* insured. In case of accidents (where you are a victim or responsible party) and other incidents which may have legal, health or financial implications, it is important to *always* rely on the public services for emergencies (ambulance, police), and ask your IHE contact person for assistance. Bystanders are always willing to assist, make phone calls etc. Never admit guilt ("I'm sorry,") in front of victims, witnesses etc. but let the police, insurance company and IHE sort things out.

Medicine

Bring your special personal medicines if you are on medication. Medicines are very expensive in Europe.

Clothing

Bring some warm clothes and a thin water resistant jacket or coat. It is summer time in The Netherlands, but it can be cool (15-20 C) and rainy.

- Do:** enjoy and learn new things during your training, but
don't: leave the group at your own convenience.
- Do:** carry a copy of your passport while moving around, but
don't: mix with dubious strangers during leisure time.
- Do:** keep your money with you while traveling, but
don't: forget to tip in bars and restaurants.
- Do:** express your opinions at all times, but
don't: spit or urinate in the open, as this is considered highly offensive.
- Do:** ask a lot of questions about the subject, but
don't: interrupt during discussions.
- Do:** ensure on-the-minute punctuality at all times, but
don't: forget to go easy in the weekends.
- Do:** extend usual courtesy to ladies at entrances, exits and social events.
don't: walk arm-in-arm or hand-in-hand, as it may raise unwanted remarks.
- Do:** show your appreciation for food with kind words for the host, but
don't: express your satisfaction with bodily sounds.
- Do:** express your interesting individuality in international groups, but
don't: spoil the game with playing pocket polo.

3 In other words: be the ambassadors of India...

Flight preferences

	SMOKING		FOOD			SPECIAL
	YES	NO	VEG.	NON-VEG.	BOTH	
Mr. J. P. Varshney, CWC		✓	✓			
Mr. T. K. Shivarajan, CWC						
Mr. A. Krishna Rao, CWC		✓	✓			
Mr. Atul Kumar Nayak, CWC		✓	✓			
Mr. M. Bhupal Reddy, Andhra Pradesh		✓	✓			
Mr. D. B. Jadav, Gujarat		✓	✓			Window Seat
Mr. K. S. Chandrashekhar, Karnataka		✓	✓			Window Seat
Mr. P. Syajudeen, Kerala		✓		✓		
Mr. S. K. Shrivastava, Madhya Pradesh		✓		✓		Window Seat
Mr. P. V. Deshpande, Maharashtra		✓		✓		Window Seat
Mr. R. P. Nayak, Orissa		✓	✓			Window Seat
Mr. A. Sivanandan, Tamil Nadu		✓	✓			Window Seat

List of participants and personal information

	Name	Correspondence address	Telephone	Date of birth (dd-mm-yy)	Place of birth	Employer	Passport
1	Varshney, Jai Prakash For emergencies call: 91 - 11 – 61 79 668 Delhi number:617 96 68	515, Sector-III R. K. Puram New Delhi-110022	® 91-11- 61 79668	15 – 01 - 47	Aligarh, Uttar Pradesh, India	Central Water Commission Sewa bhawan R. K. Puram New Delhi-11066	No.: O-1020026 Issued at: New Delhi Date: 21-05-1998 Status: Official Valid till: 31-05-1999
2	Nayak Atul Kumar For emergencies call: 91 – 6782 – 63 538 Delhi number:698 14 37	Exec. Eng. Mahanadi Division, CWC SD - 7/1, Officers's Colony Burla, Sambalpur 76 80 17 - Orissa	® 91-663 – 430717 (O) 91-663 – 430238	08 – 03 - 62	Chhayalia, Balasore Orissa, India	Central Water Commission Sewa bhawan R. K. Puram New Delhi-11066	No.: O-1020025 Issued at: New Delhi Date: 21-05-1998 Status: Official Valid till: 31-05-1999
3	Reddy, M. Bhoopal For emergencies call: 91 – 40 – 83 00 13 Delhi number:33 89 817	H.No. 16/2, Housing Board Colony, Lallapet, Secunderabad-500 017, Andhra Pradesh	Off: 91-40- 3390744	06 – 04 - 60	Areguda, Andhra Pradesh India	Engineer-in-Chief Irrigation and Command Area Development Deptt. Government of A.P. Hyderabad-500016, Andhra Pradesh	No.: A 10 75 506 Issued at: Hyderabad Date: 07-06-1996 Status: private Valid till: 06-06-2006
4	Pakkir Kannu Syajudeen For emergencies call: 91 – 487 – 87 33 03 Delhi number: Kerala House, R # 456	Sisiram T.C. 3/958 Thoppil Nagar Muttada P.O. Trivandrum - 69 56 25	® 91-471 – 54 05 53	01 - 11 - 53	Pallickal, Kerala, India	Hydrology Sub-division Government of Kerala Trivandrum	No.: I 09 62 72 Issued at: Cochin Date: 13 – 03 - 91 Status: private Valid till: 12 – 03 - 2001

	Name	Correspondence address	Telephone	Date of birth (dd-mm-yy)	Place of birth	Employer	Passport
5	Kasaba Sunder Rao Chandrashekhar For emergencies call: Delhi number:611 76 66	No: 401, 14 th Main, Magadi Chord Road Extension, Vijayanagar, Bangalore-560040 Karnataka, India	® 91-80 – 3386633	10 – 10 - 61	Bangalore, India	Engineer-in-Chief Water Resources Development organisation Govt. of Karnataka, Anand Rao Circle, Bangalore – 560009	No.: A-5056772 Issued at: Bangalore Date: 13 – 05 – 98 Status: Private Valid till: 12 – 05 - 2008
6	Jadav Dinesh Bhikhabhai For emergencies call: 91 – 79 – 664 24 61 91 – 79 – 675 03 17 Delhi number:	29, Dayal Society, Near Jivraj Park, Vejalpur Ahmedabad-380051	® 91-79 – 66 42 461	06 – 09 - 52	Sanand, Gujarat, India	Secretary, Narmada & WRD Block-9, Sachivalaya Gandhinagar Gujarat	No.: O – 266490 Issued at: Ahmadabad Date: 15 – 05 – 98 Status: Official Valid till: 14 – 05 – 99
7	Shrivastava, Salilendra Kumar For emergencies call: 91 – 755 - 564729 91 – 755 – 554503 Delhi number:613 22 57	C/O Mr. V. K. Shrivastava E-6/83, Arera Colony, Near Seven Hills School, Bhopal-462016 M.P., India	® 91 – 755 – 564729	25 – 02 - 58	Jabalpur, Madhya Pradesh, India	Engineer – in – Chief Water Resources Department Amarkantak Bhawan Press Complex, Zone-1 M.P Nagar, Bhopal-462016 Madhya Pradesh	No.: A – 5485251 Issued at: Bhopal Date: 14 - 05 – 98 Status: Private Valid till: 13 – 05 – 2008
8	Deshpande, Prakash Vasudeo For emergencies call: 91 – 212 – 51 09 87 91 – 212 – 46 40 62 Delhi number:613 58 67	Shridhar Nilay Apartments, Opposite Chandralok Hospital, Survey No: 686/2A/1 Bibwewadi Pune-411037	® 91-212 – 510987 and 511640 Off: 91-212 - 626918	08 – 03 - 51	Satara, Maharashtra, India	Secretary, Irrigation Department, Mantralaya, Mumbai, Maharashtra	No.: L 481637 Issued at: Mumbai Date: 05 – 06 – 92 Status: Private Valid till: 04 – 06 - 2002

	Name	Correspondence address	Telephone	Date of birth (dd-mm-yy)	Place of birth	Employer	Passport
9	Aluri Krishna Rao For emergencies call: Deli number:617 96 68	Assisntant Engineer, Indravathi Sub-Division, Central water commission, Jagdalpur, Distt. Bastar-494001 Madhya Pradesh	91-7782 – 22156	28 – 08 – 59	Chegireddipadu, Krishna District, Andhra Pradesh, India	Chairman, Central water Commission, Ministry of Water Resources, Sewa Bhawan, R. K. Puram, New Delhi-110066, India	No.: O-1020027 Issued at: New Delhi Date: 21-05-1998 Status: Official Valid till: 31-05-1999
10	Nayak, Raj Prasad For emergencies call: Delhi number: Orissa Niwas R # 1213	Plot no: 502/C, PO: Nayapalli, Khurda Bhubaneshwar-751012 Orissa, India	® 91-674 – 420283 Off: 0674- 414116	19 – 06 - 56	Cuttack, Orissa, India	Department of Water Resources, Govt. Of Orissa, Bhubaneshwar, Orissa	No.: A-4831684 Issued at: Bhubaneshwar Date: 13-05-98 Status: Private Valid till: 12 - 05 – 99
11	Sivanandan, Anandanarayana Pillai For emergencies call: 91 – 452 – 60 43 56 Delhi number: IMA House R # 503	No. 1, 4 th Street, West Ponnagaram, Railway Colony Madurai -62501	®91-452 - 604356	27 - -09 - 47	Trivandrum, Kerala, India	Chief Engineer, State Ground & Surface Water Resources Organisation, Chennai 60000— Tamil Nadu, India	No.: R 323642- Issued at: Tiruchirapalli Date: 08 – 04 – 1994 Status: Private Valid till: 07 - -04 - 2004
12	Sivarajan, T. K.	No Show					

Organizers' check lists for overseas training & study tours

Checklist 1 *Initiate*

1. Clarify professional training needs
2. Obtain approval from RNE / GoI for identified topics, organisations, countries
3. Negotiate programme and budget with hosting organisations
4. Prepare detailed proposal and obtain approval from RNE and GoI
5. Seek (& promote) nominations
6. Obtain GoI / RNE approvals of candidates (GoI's in written)
7. Monitor GoI's timely invitation of participants and confirmation to RNE
8. Cross-check receipt of invitations by participants, confirm their interest to go.

Checklist 2 *Confirm and book*

1. Make (block) bookings with airline
2. Confirm with hosts to go ahead
3. Visit Ministry / External Affairs (*see separate checklist overleaf*)
4. Visit Chancellery / Embassy (*see separate checklist overleaf*)
5. Prepare and mail written briefing for participants (*see separate checklist overleaf*)

Checklist 3 *Get ready for mobilization*

1. Make copies of visa application forms for all
2. Book HP meeting room
3. Book HP support staff: drinks, lunches, photocopies, typing, standby driver & car
4. Book minibus (15 seats) for personal appearances
5. Obtain latest version of programme, hotels, telph nrs from hosts
6. Obtain invitation letters from hosts
7. Obtain proof of insurance
8. Coach participants in filling visa application form
9. Get all tickets, check spelling, dates etc., one by one
10. Compile and amend professional questions / study assignment
11. List (cultural) do's and don'ts
12. List financial arrangements: DSA, payments
13. Enter participants' info in spreadsheet: names, functions, contact at home and in Delhi
14. Prepare agenda for mobilisation week
15. Combine selected items/documents in loose leaf handouts for distribution to participants
16. Make sure participants actually travel to Delhi

Checklist 2.3 *GoI clearance*

1. Who is the main contact person / mover for GoI/MEA Name
Building: Patiala House Street Telph:
2. Any changes in procedures for visa notes?
3. Any different treatments for red diplomatic, white official and blue private passports? Are private passport holders exempted?
4. Invitation letter from MoWR needed?
5. Copies of passport needed? Photographs?
6. Personal appearances
7. Set date and time for actual clearance. Who to contact? Insist on one-day processing

Checklist 2.4 *Visa applications*

1. Who is the main contact person at Embassy / visa section..... Telph:
2. Ask again for latest procedures / requirements
3. Set dates and time for clearance/visa issue. Insist on one-day processing
4. Get application form(s)
5. Get country information
6. How many pass photographs? Size?
7. Insurance evidence required? What type of insurance?
8. Medical certificate required? What type?
9. Personal appearance required?
10. What type of covering letters are needed? Issued by whom? Addressed to whom?
11. Single/multiple (re-)entry?
12. Tariffs