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CENTRE TRAINING AND AWARDS MANUAL

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I. INTRODUCTION

This manual describes the structures and policies currently in place for IDRC-funded training. It is not within the scope of a reference manual such as this to explore or investigate the development of and the implication of the human resources development work of the Centre.

The manual is intended, however, to serve as a useful guide to Centre staff in:

Use of the manual

- describing how training responsibilities are allocated within the Centre;
- describing Centre policy on training matters;
- providing information on Centre training programs; and
- locating training resources within the Centre.

II. BACKGROUND

1. Purpose and Principles

The Centre's purpose in funding training is to build institutional capacity for research for sustainable and equitable development. The following principles underlie the Centre's support for training:

1. Investments in training are an indispensable mechanism for sustainability in capacity building and institutional development for research. *Why?*

2. Investments in training will have the greatest impact on target institutions and countries if *training decisions are made by the program divisions and the regional offices* as an integral part of their strategies as they implement the Corporate Program Framework. *Who decides?*

3. A common set of training modalities and policies will assist program divisions and regional offices in planning their training investments in accordance with Centre corporate objectives. *How?*

4. The development of Canadian capacity in sustainable and equitable development is a small but important part of the Centre's training investments. *Canadian capacity*

5. Some of the Centre's training investments will be corporate in intention and scope and may not belong specifically to any of the Centre's programs. *Corporate aims*

2. Centre Structures

A brief review of previous Centre structures for funding and administration of training is provided in this section.

Training has been funded and administered in various ways during the 25 years of IDRC's existence. At times, funding and administration functions have been performed by the same unit, and at times, the two functions have been kept separate.

From 1973 to 1983, funding and administration of training was the responsibility of various entities, including a unit in the Social Sciences Division (from 1973 to 1979), a unit in the Executive Office reporting to the Senior Vice-president (from 1979 to 1980), and a fellowship program within the Office of the Secretary and General Counsel (from 1980 to 1983). *Various units involved in training*

Fellowships and Awards Division (FAD)

In 1983, the Fellowships and Awards Division (FAD) was formed. This division provided funds for training awards and activities as well as for research on training and education. It also had responsibility for formulating Centre standards for all training awards, including those funded by other programs.

Other divisions

For many years, both the Information Sciences Division (ISD) and the Agriculture, Food and Nutrition Sciences Division (AFNS) also allocated program budgets and staff time to specific training activities and to individual training awards.

Autonomy and consistency

In general, Centre structures for training have been set up and restructured over time to balance two occasionally divergent principles: one, that some program and regional level autonomy is necessary for the Centre's training investments to be relevant and functional; and the other, that some Centre-wide consistency in the delivery of training is necessary for both training as well as corporate effectiveness.

The restructuring of the Centre in 1992, which resulted in the disbandment of FAD, is the latest adjustment to the balance between these two principles. Section III of this manual describes present Centre structures for training.

Past experience

Each of the units or divisions mentioned above which has been involved in training has played a part in shaping Centre policy on training. Present Centre policy and standards are based on their accumulated experience, and many of the mechanisms which they devised for funding training are still in use.

3. Trends in Training

In 1991, the Office of Planning and Evaluation conducted a Training Data Study for the period 1983-84 to 1988-89. This period corresponds to the expansion of the Fellowships and Awards Division and so, was likely the period in which the Centre was most active and visible in funding training. The major findings of this study are summarized in Table 1 (following page).

Table 1 IDRC TRAINING STATISTICS
(for the period 1983/84 to 1988/89)

1. Total spent on training: $ 58 million (13% of total program appropriations)
   Total number of people trained
   from 1983/84 to 1988/89: (estimated) 20,472
   from 1970 to 1980 3,000

2. Contributions by division (acronyms are explained below the table).

FAD		60 %
AFNS		16 %
IS		8 %
HS, SS, EES	each under	6 %

3. Percentage of training funds spent on each discipline·

Agriculture, fish, forestry and biology	28 %
Social sciences	27 %
Health	15 %
Information science, computer studies, library studies	10 %

4 Percentage of training funds spent on

- trainees from low and lower-middle income countries		84 %
- trainees from low-income countries		40 %
- training in institutions in high income countries		40 %
- training at Canadian institutions		33 %
- training at universities, government departments and ministries	almost	80 %
- informal training (short courses, seminars, group, network and community-based training)		65 %
- formal, degree-related training		34 %
- network-related training·	in 1983/84	3 %
	in 1988/89	11 %
	1983/84 - 1988/89	8 %

5 Percentage of formal, degree-related training awards held by women. 23 %

(Note. gender breakdown was not possible for 66% of training funds)

6 Percentage of total training funds used for different training objectives:

- to obtain subject-related skills needed to complete research	40 %
- to enhance basic research skills (e g , data collection, analysis)	30 %
- to improve the capability of institutions	25 %
- to strengthen institutional capacity to deliver training programs almost	15 %

Statistics for 1983/84 to 1988/89

FAD: Fellowships and Awards Division
AFNS: Agriculture, Food and Nutrition Sciences Division
IS: Information Sciences Division
HS, SS, EES: Health Sciences, Social Sciences, Earth & Engineering Sciences Divisions

NOTE: This table summarizes data found in the Training Data Study produced by the Office of Planning and Evaluation, 1991

Noteworthy trends

It can be seen that the funds spent on training represented a small but significant percentage (13%) of total program appropriations. FAD was the major contributor of training funds, its total contribution representing 60% of all training funds spent during that period.

Future trends

The statistics shown in the table provide baseline data for measuring the impact that restructuring will have on training funded by the Centre. For example, what percentage of total appropriations will be devoted to training as the Centre implements its corporate program framework? Will the Centre continue to devote proportionally more of its resources to informal training than to formal training? How much training will be done in the six core themes of the Corporate Program Framework?

New systems have been set up to capture data to monitor training trends after restructuring (See Section VII Training Information).

III. RESPONSIBILITIES

This section describes how the main responsibilities for Centre-funded training are structured at this time.

The present structure addresses the need for divisional and regional autonomy as well as for corporate consistency. Responsibilities for training are shared between the program divisions and regional offices, and the Centre Training and Awards Unit (the CTA Unit), a unit of the Special Initiatives Program (SIP) in the Corporate Affairs and Initiatives Division (CAID). Section IV of this manual will describe in more detail the functions of this unit.

Sharing of responsibilities

1. Funding

Except in the case of certain corporate awards and training programs, the funding of training is the responsibility of divisions and regional offices. This decentralization of funding ensures that training will be closely linked to the strategies of the divisions and regional offices as they implement the corporate program framework. *There is no central fund for individual training awards such as existed with the Fellowships and Awards Division (FAD).*

Divisions and Regional Offices have training funds

Certain standard funding mechanisms exist for funding training. These mechanisms have been designed to meet the human resource development objectives set by the Centre to fulfill its purpose to build capacity for research. Figure 1 (page 7) shows the correspondence between current funding mechanisms and these objectives. These mechanisms are described in more detail in Section V, Program Awards and Section VI, Corporate Awards.

Funding mechanisms

Program divisions and regional offices will budget for and identify candidates for Training Awards, Research Fellowships and informal training activities (see Section V, Program Awards and Informal Training).

Proposals for other forms of training originating in the regions or divisions should be discussed with the CTA Unit, so that there will be consistency in dealing with policy issues, and the terms and conditions for the training to be funded. As an example, the Environment and Natural Resources Division (ENR) has developed a project that funds a training awards program. The project, Project Number 000266 (93-0017), ENR Training Awards Program aims to develop capacity in multidisciplinary research in the field of environment and natural resources. The CTA Unit was consulted in the design of the program and serves on the selection committee for the program.

Approval of innovative training projects

Figure 1

CAPACITY BUILDING THROUGH SUPPORT FOR TRAINING: MAP OF IDRC HRD OBJECTIVES

Awards for Canadian Nationals						
	Human Resource Development Objectives					
Funding Mechanism	Encourage careers in international development	Professional development	Strengthen development connection	Showcase Canadian expertise	Strengthen a) discipline b) res sector c) major group	Stimulate new approaches to development
YCRA	X					
Research Fellows	X	X	X	X	X	X
Centre Interns	X	X				
GSD Interns		X	X			

Awards for Developing Country Nationals						
	Human Resource Development Objectives					
Funding Mechanism	Acquire research skills	Improve research management	Professional development	Showcase Southern expertise	Strengthen a) discipline b) res sector c) major group	Stimulate new approaches to development
Training Awards	X				X	
Pearson Fellows				X		X
Research Fellows			X	X	X	X
Centre Interns		X	X			
GSD Interns		X	X	X	X	

YCRA = Young Canadian Researchers Award
GSD = Gender and Sustainable Development

2. Administration

Awards in Canada, U.S. or Europe

The CTA Unit will administer those training awards funded by divisions and regional offices that are *long-term* (at least 10 months in duration), and are tenable in Canada, the U.S. or Europe. Program divisions and regional offices are responsible for their own administrative arrangements for *short-term* training in Canada, the U.S. and Europe.

Awards in the region

Awards for training that will take place in regions in Asia, Africa and Latin America will be administered by the appropriate regional office.

3. Policy and Standards

Centre Training Panel

The CTA Unit is responsible for the proposal and formulation of corporate policies and standards for training. These policies and standards are reviewed and approved by *the Centre Training Panel* in meetings held once to twice a year. The Panel is composed of two representatives from the regional offices, two from the programs and one from the CTA Unit. Members of the panel will be announced each year in the fall.

Centre staff are encouraged to suggest refinements regarding Centre training policy and standards to members of the Training Panel and indicate their interest in serving on the panel.

4. Training Design

Advice

The CTA Unit will assist programs and regional offices in designing training programs by providing professional and technical advice.

5. Information

Data Collection

The CTA Unit will coordinate the collection of information on Centre-funded training and generate reports as required internally or by external sources.

Divisions and regional offices are responsible for providing the CTA Unit with information on the training that they fund (see Section VII Training Information).

6. External Liaison

Representation on training matters

The CTA Unit will liaise and interact on behalf of the Centre with other agencies and organizations on matters relating to training at a corporate level.

IV. THE CENTRE TRAINING AND AWARDS UNIT

The Centre Training and Awards Unit (CTA Unit) is the focal point for training within IDRC. The Unit combines policy, management and service functions.

1. Functions

a) Policy

The Unit is responsible for:

- **Policy and standards:** The CTA Unit is responsible for the proposal and formulation of corporate policies and standards for training. These policies and standards are reviewed and approved by the *Centre Training Panel* (see Section III, 3, Policy and Standards). This policy function includes responsibilities for such issues as determining adequate and fair levels of support, and setting priorities for training location and type of training.

Policy functions

- **External liaison:** The CTA Unit represents IDRC's interests in meetings and other fora with other agencies (e.g. External Affairs, CIDA, CBIE, UNDP; etc.) on matters relating to training and awards policy, and administrative arrangements.

  When the Centre is invited to contribute its expertise, the Unit coordinates the Centre's involvement in the peer review committees and competitions of other agencies.

b) Management

The Unit is responsible for the management of:

- **Corporate awards and training programs:** These include the *Young Canadian Researchers Awards*, the *John G. Bene Award in Social Forestry*, the *Gemini* and *Périscoop Internships for Journalists*, the *Centre Internships Program*, and the *Pearson Fellowship* (See Section VI, Corporate Awards for more information).

Management functions

  The CTA Unit also manages training programs for the Centre. For example, the Unit is involved in the management of the Canadian component of the Leadership in Environment and Development (LEAD) Program, IDRC Project Number 92-0027, a joint initiative with the Rockefeller Foundation.

- **Training Information:** The CTA Unit manages the *Centre Training*

Management functions

and Research Awards (CENTRA) database. This database has been developed from the former Fellowships and Awards Management Information System (FADMIS). See Section VII, 1, Training Database for more details. The Unit also generates statistical reports on Centre-funded training in response to internal and external requests.

The CTA Unit also coordinates the collection of data on IDRC-funded training from the Centre's programs and regional offices for the Canadian Government's statistics on Official Development Assistance (ODA). The requirements for these statistics are described in Section VII, 2, Information Requirements.

c) Service

- **Technical advice:** The CTA Unit assists Centre staff in designing specific training by providing advice on:
  - the appropriate level and type of training,
  - the most suitable institutions for training,
  - the design of training courses, and workshops.

- **Administration:** The CTA Unit issues contracts for and administers long-term training awards that are tenable in North America and Europe. The Unit is also responsible for the administration of all corporate awards.

Service functions

Administration of awards includes the issue of payments; arrangements for travel; regular contact with awardees, supervisors, university personnel and program officers to monitor and evaluate training progress, as well as troubleshooting for awardees' technical and personal problems.

2. Structure

The CTA Unit is part of the Special Initiatives Program (SIP) in the Corporate Affairs and Initiatives Division (CAID). It reports to the SIP Program Director, and has the following staff:

- **Program Officer, Human Resource Development**
  Responsibilities:

  - formulating training policy for IDRC in consultation with other program staff;
  - managing the collection and provision of information on IDRC-funded awards;
  - external liaison with other agencies on matters related to training.
  - managing IDRC's corporate awards and training programs.

Structure and responsibilities

- **Awards Officer**
  Responsibilities:

  - providing technical advice to IDRC personnel on training; and
  - administration of awards

- **Administrative Secretary**

- **Assistant, Information Management**

In August 1994, the incumbents were: *Incumbents*

Director, SIP:	Christopher C. Smart
Program Officer:	Constance Lim
Awards Officer:	Rita Bowry
Administrative Secretary:	Estelle Laferrière
Assistant, Information Management:	Cathy Mak

V. PROGRAM AWARDS AND INFORMAL TRAINING

Both Program Awards and informal training are funded by divisions and regional offices in the context of their implementation of the corporate program framework.

There are three types of Program Awards:

Type of Program Awards

- **Training Awards**: awards granted for formal training purposes; and
- **Research Fellowships**: awards granted to individuals who have completed their formal training.
- **Professional Development Awards**: awards granted for professional development purposes.

These awards are described in more detail in the following sections.

1. Training Awards

Training Awards are given for long-term training, usually for a graduate degree programme.

Training Awards

Training Awards constitute the bulk of awards granted by the Centre. In 1993 there were over 200 students holding IDRC Training Awards.

Recipients of Training Awards undertake a program of study in accordance with the terms and conditions defined in a contract between IDRC and themselves (see Appendix 1 for an example of a standard award contract).

Training awards may be given:

Why give Training Awards?

- **as part of a project,** when the progress of an IDRC funded research project may be crucially influenced by further training of researchers who are or will be directly involved in the project;
- **for program development,** when training of particular individuals may ensure the long-term strengthening of a Centre program or a well-defined research activity within a developing-country institution that the Centre is supporting or is considering for support;
- **for institutional development,** when training will strengthen particular weaknesses and ensure the long-term strength of an institution that has matured in some sectors. Awards given for institutional development should be the final stage of training support, after which the institution has every reasonable chance of fulfilling its own research and training needs.

a) Level of training

Awards should be granted for training at the *graduate* level only. Divisions and regional offices may choose to fund either at the Master's level or at the Ph.D. level depending on their priorities or actual needs.

Master's or PhD?

b) Tenure

Awards should be granted for the full length of the training to be completed. The *minimum* duration for a Master's degree is typically two years, while that for a Ph.D. degree is three years.

How long?

Extensions will only be granted in exceptional cases and only upon endorsement by the awardee's supervisor, his/her home institution, the Program Officer responsible for the project from which the award is funded and the Awards Officer.

c) Location

Priority will be given to training in an awardee's home country or in another developing country. When suitable training cannot be provided in a developing country institution, training will be sought in Canada. Only when these two alternatives cannot provide the required training will locations in other developed countries be considered.

Where?

d) Support

Centre support includes allowances for living, research and travel expenses for the individual awardee. Centre support does *not* provide for the awardee's family/dependents.

How much?

To ensure that adequate support is provided, and that there is consistency among Centre-funded awardees, all awards offered by the Centre are to follow Centre standards in providing support. Standard allowances for long-term training in Canada are given in Appendix 2. Please consult the CTA Unit for standards for training in Europe and the U.S.A.

The regional offices will establish standards for awards tenable in their regions.

The items of support and their dollar value are determined in consideration of the following principles:

1. The level of support should allow the awardee to complete all the requirements of the course of training approved by the

Centre;

ii. The level of support should allow the awardee to devote full time to his/her studies.

iii. The level of support should cover expenses incurred by newcomers to Canada; e.g. installation expenses and purchase of winter clothing;

iv. The level of support will approximate and not be less than the level of support needed by a Canadian student following the same training program.

Because IDRC awards are provided to encourage applied research, training awards may also include funds to allow the candidate to conduct research in his/her home country/ region, and funds to allow the Canadian supervisor to visit the field to advise and supervise the student.

IDRC awards do not normally support the costs of language training. It is expected that candidates for IDRC awards will have achieved a minimum level of competency in the language of training before receiving the award.

No language training

e) Process

The following steps are involved in issuing a Training Award:

Before training starts..

- **Funding:** The funds for Training Awards should be set aside when the Project Summary is prepared. Program Officers are advised to budget *realistically* for any graduate training during the writing of a Project Summary (see Appendix 2 for the costs of graduate training in North America). Realistic budgeting will avoid unnecessary complications due to over- expenditures and extensions towards the end of an award. It should be noted that award extensions and expenditures will be supplemented from the appropriations budget of the programs or regional office funding the award.

  Budgeting

  Program Officers may consult the CTA Unit for specific information on budget items that vary such as tuition fees.

  As an example, at present, the *minimum* cost for an award for Master's degree training in Canada ranges from $47,900 to $64,300 over two years, and that for Ph.D. training from $69,600 to $95,000, over three years.

- **Candidates:** Program Officers should consider carefully gender equity and representation when selecting candidates.

The candidate for an award is responsible for applying to and gaining admission from the appropriate university.

University admission

Once the candidate has been granted admission, the Program Officer is responsible for:

- forwarding the completed form "Authorization Form" (Appendix 3) and all correspondence with the University concerned to the CTA Unit at least three months before the start of the training program.

- forwarding to the CTA Unit the completed form "Training Award Application" (Appendix 4).

- advising the candidate to apply for a student visa and medical clearance from the Canadian High Commission, Consulate or Embassy in the home country. In some cases, the awardee may be required to travel to a neighbouring country if there is no Canadian representation in his/her home country. IDRC support covers the costs of application for a visa through provision of a pre-travel/installation allowance.

Preparing the candidate

- making sure the candidate is aware of the terms and conditions of the award, before the contract is issued.

- ensuring that the candidate has obtained a leave of absence in writing from his/her institution during the period of the award.

- **Preparing the contract:** Award contracts will be prepared according to the standard sample contract shown in Appendix 1. An electronic copy of this contract can be obtained from the CTA Unit.

Contracts

All contracts for training in North America and Europe must be vetted by the CTA Unit before they are sent to the recipients of the award.

- **Authorization:** The Program Officer will request his/her Program Service Unit (PSU) to send the necessary authorization to the CTA Unit to administer the training.

Authorization

f) Administration

The CTA Unit takes over the administration of the award once authorization to administer has been received.

In exceptional cases, training in Canada may be administered by a recipient institution. *The CTA Unit must be informed of all the administrative arrangements in place for people undertaking long-*

Recipient-administered training

term training with IDRC funds. A copy of the contract letter outlining the details of the training arrangement should be sent to the CTA Unit. Even though it may not be directly involved in the administration of the training, the Unit is often approached for help when problems arise. If the Unit is aware of the circumstances of these special cases, it can provide the necessary aid immediately when required.

During training...

The Awards Officer of the CTA Unit reviews regular progress reports (see Appendix 5) and advises Program Officers of any special circumstances or issues that arise. The Awards Officer also reviews requests for extensions in consultation with the relevant Program Officer or contact person in the particular division or regional office.

Awardees who do not fulfill the requirements of their training program may have their awards terminated and asked to return to their home countries before the end of their awards.

g) Return

After training finishes. .

Awardees are required to return to their home countries on completion of their program of study. If they do not return within 18 months, they will lose their right to the air ticket provided in their award contract.

Copies of the thesis or qualifying research paper produced in the course of an award are kept in the Centre's library, in Ottawa and in the appropriate regional offices.

As Centre policy now requires awards to be linked to a project or program, the impact of the Centre's training investment should be measurable after the return of the awardee to his/her home institution. As awardees will have been trained in the context of a project or program, they should be returning to a framework that will benefit from and allow them to use their newly achieved skills.

The CTA Unit will inform regional offices on a regular basis about recently-returned awardees. Increased awareness on the part of IDRC staff of the presence of these trained researchers will aid Centre programming, increase linkages, and help in the reintegration of returned awardees.

2. Research Fellowships

Research Fellowships are granted to researchers who *have already finished their formal training*, to do research in areas that accord with the priorities of the program divisions and regional offices in their implementation of the Corporate Program Framework.

Research Fellowships are funded by program divisions and regional offices and can be awarded to a wide range of researchers, from those who have just completed their doctorates to those in mid-level positions (assistant professors, lecturers, or researchers) to senior managers or academics (full professors, department heads, division managers). Both Canadian citizens (or Permanent Residents) and non-Canadians may hold Research Fellowships.

Research fellowships

Research Fellowships subsume previous categories of Centre support such as Visiting Researcher Awards and Sabbatical Support.

Some examples of previous IDRC Fellows are:

- a Jordanian citizen who worked on "increasing cooperation between IDRC and the Royal Scientific Society of Jordan, and between Canadian Research Councils and similar scientific and educational organizations in Jordan" in 1983, and

Previous Research Fellows

- a Guyanese who completed his research and writing of a book "Development Patterns and Policies in the Caribbean since World War II" at York University in 1985.

a) Tenure

Tenure can range from a minimum of six months to a maximum of two years.

How long?

b) Location

For Canadians, up to half of the activity to be supported must be undertaken in an institution in a developing country. Non-Canadians may hold the award at any institution, in any country. The award can be held at any of IDRC's offices.

Where?

c) Support

Appendix 6 provides details on the standard support package for IDRC Research Fellows.

How much?

d) Administration

Contracts

The CTA Unit will issue contracts for and administer long-term awards (those longer than 10 months) tenable in North America and Europe.

3. Professional Development Awards

Professional development awards are given to individuals to develop their expertise in a particular professional capacity by working with IDRC staff on IDRC program issues. One example of a successful type of professional development award is the Gender and Sustainable Development Internships. Begun in 1988, this program of internships has given six young professionals an opportunity to work with IDRC staff in the area of gender in development. These professionals, some of whom have been Canadians and some citizens of developing countries, have had several years of work experience and are therefore able to contribute their knowledge and skills to IDRC's program work. At the same time, the internship allows them to hone their expertise and widen their experience in their field of work.

4. Informal Training

Informal training activities such as conferences, seminars, courses and workshops are funded and administered by program divisions and regional offices.

VI. CORPORATE AWARDS

Definition of "Corporate Awards"

Corporate Awards are funded by the Corporate Affairs and Initiatives Division (CAID). These awards are granted as part of programming that is corporate in intention and scope and which does not fall into the area of a particular program division or regional office. Although corporate award programs are funded and managed by CAID, the contributions of program and regional office staff are essential in the delivery of these programs.

The following award programs exist at the corporate level:

Types of Corporate Awards

- **Young Canadian Researchers Award Program**
- **John G. Bene Fellowship in Social Forestry**
- **Awards in Journalism**
- **Centre Internship Program**
- **Pearson Fellowship**

1. Young Canadian Researchers Award Program

This program funds the field research of Canadian graduate students enrolled in a Canadian University.

The brochure in Appendix 7 describes this award program. Proposals are reviewed and evaluated by program officers within IDRC.

The following are some examples of research funded by Young Canadian Researchers Awards in 1993:

Examples of research funded

- "L'état-nation et la résistance ethnique, le cas des Balante-Brasa en Guinée-Bissau";
- "An Analysis of the Relationships between Ecotourism and Conservation in the National Parks and Protected Areas of Northern Thailand"; and
- "Contesting Restructuring: Changing Strategies among Auto Worker Unions in Canada and Mexico."

2. John G. Bene Fellowship in Social Forestry

The fellowship, which is funded by an endowment from the late John G. Bene, a former member of IDRC's Board of Governors and distinguished businessman, provides assistance to Canadian students undertaking graduate research focussing on the relationship of forest resources to the social, economics and environmental welfare of people, especially the less privileged people in developing countries.

The brochure in Appendix 8 describes this fellowship. Some previous examples of research funded by the John G. Bene Fellowship in Social Forestry are:

Examples of research funded

- "Community Forestry as a Method of Protecting both the Biodiversity and the Social Diversity of Rural Villages in Thailand: Case Study Mu Ban Huay Kaew" (1993); and
- "Community Woodlands Management in the Communal Lands, Zimbabwe" (1993).

3. Awards in Journalism

Two awards in journalism are awarded annually to Canadian journalists. The Gemini Award is for anglophone journalists and the Périscoop Award is for francophone journalists. Both awards are designed similarly and consist of an internship with an overseas news agency and a field assignment in a developing country. The awards are named after the hosting news agencies: Gemini News Service in London, England, and l'Agence Périscoop in Montpellier, France. Awardees are chosen by a selection committee with IDRC and external representation.

a) Gemini Internship

The brochure in Appendix 9 describes this award. Examples of the assignments carried out by previous Gemini awardees include:

Examples of Gemini Internship assignments

- "Environmental Issues relating to Economic Development in the Southeast Asian Countries of Thailand, Malaysia and Indonesia" (1994); and
- "Is India on its way to becoming a Techno-colony of the Industrial World?" (1993).

b) Périscoop Internship

The brochure in Appendix 10 describes this award. Examples of the assignments carried out by previous Périscoop awardees include:

- "La gestion de déchets en milieu urbain et les coopératives de crédit et/ou d'épargne dans certaines régions rurales dans le Sénégal, le Mali et la Guinée-Conakry" (1993), and

Examples of Périscoop Internship assignments

- "La démocratie et ses premiers pas dans les régions rurales de l'Afrique de l'ouest et les réponses qu'elle apporte aux principales préoccupations des paysans."(1994).

4. Centre Internships Program

Centre Internships are designed to provide hands-on learning experiences in program management to promising candidates who are interested in the creation, utilization and development of knowledge from an international perspective. Internships are open to both Canadian (or Permanent Residents) and non-Canadian candidates. By participating in the ongoing work of the Centre, interns will acquire knowledge and skills available within the Centre, and, at the same time, contribute to the Centre their own knowledge and understanding of the research environment.

Some examples of the work performed by previous interns are:

- Identification and analysis of science policy issues in Agenda 21 and the identification of Agenda 21 science policy stakeholders in Canada and an assessment of their interests;

Example of Internships

- Review of the literature on gender and biodiversity leading to an annotated bibliography of seminal works in the field; review of IDRC projects and proposals of relevance to a chosen topic; preparation and delivery of a discussion paper and seminar presentation with summay of findings and recommendations to the Biodiversity Working Group of promising future directions; and

- "La mise en place d'une méthode de consultation entre les administrateurs de programme, des participants externes et des consultants pour le Bureau régional pour l'Afrique centrale et occidentale."

a) Program

In general, the program of work for participating interns will relate to one of the six themes on Environment and Development of the Corporate Program Framework. The design of the program must allow for the accomplishment of a set of learning objectives for both the Centre and the participating intern. The program of work must be sponsored by a Centre Theme Working Group which will designate one or two program officers from the Working Group to act as mentors to the intern.

Program description for Centre Internships

Modifications to the above-described program of work may be introduced. The CTA Unit can be consulted for the latest terms of reference for the program of work required of interns.

b) Tenure

The award can range from a minimum of four months to a maximum of one year and is not renewable.

c) Location

Internships may be held at IDRC head office in Ottawa or in any of the regional offices.

d) Selection

A selection committee will review internship proposals and select recipients of the internship awards. The committee will be composed of five representatives: two each from the program divisions and the regional offices, and one from the CTA Unit.

e) Support

Interns will be provided with allowances for living, research and travel expenses, the total of which will not exceed $30,000. The stipend range is $24,000 - $26,000 per year in Canada. The stipend range for interns located in the regional offices will vary according to regional conditions.

f) Administration

The CTA Unit will issue the appropriate contract for internships tenable in IDRC-Ottawa and administer the award. Theme Working Groups are responsible for providing office space for these interns.

Internships tenable in regional offices will be administered by the Regional Office.

5. Pearson Fellowship

The Pearson Fellowship is a senior fellowship awarded annually to a citizen of a developing country with an outstanding record of national and/or international public service. The award focuses on professional rather than academic development, and is intended to enable outstanding thinkers and practitioners to take the time to reflect and review and so, perhaps to influence the larger flow of events.

The Pearson Fellowships were created in 1977 to honour the memory of Lester B. Pearson, who believed in a strong public service with an ethical perspective and an internationalist view of the world. Before the Fellowship was redesigned in 1992 to take its present form, more than 170 fellowships were awarded to mid-level and senior public administrators from developing countries, providing them with an opportunity to undertake work-related training in Canada.

The present format of one annual senior fellowship, introduced in 1992, reemphasizes Pearson's concern for international perspectives and ethical public service at a time when the theory and practice of international relations and international development are changing dramatically.

a) Program

The program of work for the Pearson Fellowship will focus on contemporary international affairs and in particular, on the theory and practice of international development. The holder of the fellowship, the Pearson Scholar, will have a large margin of independence in designing the program, but the Centre must agree to the outline of the program. The Scholar will use the award to read, reflect, and write. Seminars, symposia and public presentations of work in progress in Canada and elsewhere will be an important feature of the Pearson Scholar's time at the Centre.

Program description for Pearson Fellowships

b) Tenure

Tenure will be for twelve months. The Fellowship may be renewed for 12 months at the discretion of the Board. Tenure will not exceed 24 months.

c) Location

The Centre's preference is for the Scholar to be based at IDRC headquarters. However, the Centre will consider tenure based at an IDRC regional office, or another location in a suitable Canadian institution or, in exceptional circumstances, will permit the Pearson Scholar to be based in a suitable institution in a developing country.

d) Support

The Pearson Fellowship provides allowances for living, research and travel expenses. The level of stipend is within the range established by the Board of Governors for the Board Appointed Officers of the Centre. The Centre will support the cost of the Pearson Scholar's spouse and children under 18 years of age if they accompany the scholar to the new place of tenure for the duration of the Fellowship.

e) Selection

IDRC's President will:

- seek the views of the Board of Governors and the Senior Management Committee on nominees. (Centre staff will be encouraged to submit the names of suitable candidates);
- nominate the Pearson Scholar; and
- seek the approval of the Board of Governors to proceed with an invitation to the nominee(s) for the Pearson Fellowship.

VII. TRAINING INFORMATION

At present, training information is captured in two different ways. The computerized project summary form (the auto PS) keeps track of funds spent on informal training. Information on formal training and awards is captured in a training database described below.

Informal and formal training

1. Training database

The *Centre Training and Research Awards (CENTRA)* database is the corporate database on IDRC award holders. It contains records on award holders from 1971 to the present. At present, there are over 2,000 records on individual awardees.

CENTRA database

CENTRA stores two types of information:

- awardee data, including:
  - personal information such as name, date of birth, gender, marital status,
  - academic information such as institution, faculty, degree and field of study,
  - work experience such as place, position held and references, and

Type of data in CENTRA

- award data, such as :
  - type of award,
  - location of training or research,
  - IDRC division(s) requesting and/or funding the award,
  - length and amount of award,
  - program/project to which the award is related,
  - sustainable and equitable development theme, and
  - thesis title.

A complete list of the data fields and field definitions for CENTRA are given in Appendix 11.

CENTRA can provide statistics such as the number of awards, the countries or regions in which research takes place, the institutions that are affiliated with the research or training, or the number of male or female award holders.

The data in CENTRA can be manipulated to generate reports. The records can be tailored so that only the specified fields of information are displayed or printed. An example is the CIDA report, which lists the name of the institution, field of study, length of training period, degree sought, and country of origin. CENTRA does not generate financial reports of any kind.

What can CENTRA do?

CENTRA uses MINISIS software, which was developed by the Centre. There are plans to link CENTRA to RADIUS (Research Activity Data

Information User System), IDRC's electronic information system, by the end of 1994.

2. Information requirements

Information requirements

As the funds that IDRC manages are public funds, IDRC is obliged to provide data to the Government of Canada on the funds it spends on training. Regional offices and program divisions are requested to keep track of all funds spent on training that is not administered by the CTA Unit. This information will be requested once a year and compiled by the CTA Unit to be submitted to CIDA.

Appendix 12 shows the type of information requested by CIDA.

VIII. EVALUATION

Past evaluations of formal training funded by IDRC have been quite positive. A tracer survey of award recipients was initiated by FAD in 1992. The results of the survey are summarized in the document "Global Tracer Study of IDRC Award Recipients: Final Report, March 31, 1992" by Ekos Research Associates Inc. and they show four "important and recurring themes":

- the strong positive tone of the responses of former trainees;
- the benefits of training in Canada;
- the changing training needs of developing countries; and
- the benefits of increasing the linkages between award recipients, IDRC, Canada and scientific experts and professionals.

Key themes

The findings of the Global Tracer Study provide insights that have been and continue to be useful in improving the design and delivery of Centre-funded training.

Past evaluations of training, however, have been partial in their treatment of training. As noted in the Training Data Study of 1991,

Past evaluations

> Informal, non-degree training continues to be perceived as the most appropriate way to provide training oriented to specific development issues. And yet, most evaluations focus on formal, degree training. Follow-ups of award recipients is the most common type of training evaluation in IDRC, and yet the findings from this study indicate that more than 60 percent of the training funds are spent on informal training initiatives. (p.31)

The Training Data Study has also pointed out weaknesses in the collection of data on Centre-funded training. The recommendations of the study have been taken into consideration in setting out the information systems to track training (see Section VII, Training Information). These new systems should aid in data collection for future evaluations.

IX. CONCLUSION

This manual has described the current training policy and practice in the Centre.

Due to historical legacy and some ad hoc arrangements since Centre restructuring in 1992, existing training may not match the given descriptions. This manual provides the necessary information to ensure that future training awards and initiatives conform to Centre policy and standards.

This manual will be continually reviewed and revised, as the Centre implements the Corporate Program Framework.

The CTA Unit welcomes suggestions or comments that staff may have on the content and the presentation of this manual.

Appendix 1

Standard Award Contract

^C(1) Centre File: ^C(2)

^C(3)

Dear ^C(4):

Re: International Development Research Centre Award

On behalf of the International Development Research Centre, I am pleased to confirm that you are the recipient of one of the Centre's ^C(5) Program Related Awards/ Project Related Awards / Institutional Development Awards. This award is subject to the following terms and conditions:

The Centre is providing this training award to increase your skills in the field of ^C(6) in order to strengthen (^C(7) institution).

It is understood that the Centre retains the right to discontinue its support if:

a) in the opinion of the Centre, you are not making the expected academic progress towards the degree ^C(8)/diploma;

b) if you apply to have your legal status in ^C(9) Canada amended; or,

c) if there is any change to your legal status in ^C(10) Canada.

Further, the award is subject to sufficient funds being made available to the Centre by the Parliament of Canada during the course of your program of studies.

1. Purpose of the Award

a) This award will enable you to undertake graduate studies leading towards a ^C(11) degree in ^C(12) at the ^C(13) for a period of up to ^C(14) months starting ^C(15).

b) This award is intended to cover only the specific program described above. The Centre may consider modifications to the program but these must be approved by the Centre well in advance. The Centre will not consider either a change of degree program or a request of support for a further degree within the context of this current award.

c) Matters concerning the academic content and procedures of your program will require the recommendation and approval of your academic supervisor. Therefore, you are requested to identify a permanent supervisor as soon as possible, and to advise the Centre of his/her name and title.

Head Office / Siège social: 250 Albert Street / rue Albert, PO Box / BP 8500, Ottawa, Canada K1G 3H9
Tel / Tél: (613) 236-6163 Cable / Câble RECENTRE Telex / Télex 053-3753 Fax / Télécopieur: (613) 238-7230

d) The duration and budget for your program, as described in this contract, have been based as fully as possible on actual requirements described by you (and substantiated by your supervisor(s)). The conditions of the award are considered final.

2. **Payments**

Payments will be made by cheque or bank transfers according to the Schedule of Payments.

3. **Periodic Reports**

You are required to forward to the Centre detailed progress reports before January 31 and June 30 every year.

The progress report will include the following:

a) a detailed description of your program activities;

b) an official transcript of your marks;

c) a thesis proposal approved by your thesis committee, if applicable;

d) a detailed schedule of work covering the next reporting period; and,

e) a confidential report on your academic progress from your program supervisor.

The enclosed form should be used to submit the progress report.

4. **Final Reports**

The last instalment of the award will be released following:

a) verification by the Centre that all amounts advanced to you under this award have been satisfactorily accounted for; and

b) receipt by the Centre of a final report, using the form which will be provided to you by the Centre.

5. **Submission of Thesis or Qualifying Paper**

Upon completion of your program of studies, you are required to submit to the Centre two bound copies of your approved thesis or qualifying research paper, as application.

6. **Return of Funds**

Any amounts advanced to you under this award and not spent, must be returned to the Centre before ^C(16).

7. Air tickets and Shipping Costs

The Centre will provide in the form of a Prepaid Ticket Advice, one air ticket from ^C(17) and return, by the shortest and most direct route. At the conclusion of your studies, the Centre will provide a Miscellaneous Charges Order (MCO) to cover shipping costs of your books and other study material. If you wish to extend your stay beyond the period of tenure, it is understood that any increase in airfares as a result of your extended stay will be your responsibility. If you do not use your return ticket within 18 months of completion of the period of tenure, you will lose all rights to the return ticket and will be responsible for all costs relating to your return to ^C(18).

The Centre will provide you with a second airline ticket to enable you to visit your dependents for a period of three weeks in the long vacation (summer). (^C(19) **FOR AWARDS LONGER THAN 12 MONTHS)** This ticket cannot be transferred to spouse or other family member.

8. Insurance Coverage

The Centre will contract in your favour, insurance coverage for accidental death/ dismemberment, including total disability in the amount of $25,000.

Upon your arrival at the place of tenure, it is recommended that you investigate the availability of medical insurance through local schemes. If necessary and upon approval by the Centre, the Centre will reimburse actual medical insurance premiums, (^C(20) delete for U.K. awardees: as provided in the award budget), on presentation of original vouchers.

The Centre declines all responsibility for any insurance coverage other than that stated above.

9. Employment during tenure

You are not permitted to contract employment or consultancies during the tenure of your award, without obtaining the consent of the Centre. Please note that any employment in ^C(21) Canada requires you to have a work permit and that any employment or consultancies require the Centre's prior consent. The Centre may, at its discretion, reduce the amount of the award by the amount earned.

10. Waiver of liability

a) The Centre will not assume liability with respect to damages arising from negligent or other tortious actions committed by the awardee; and

b) subject to clause 7, the Centre will not assume liability or accept any responsibility for injury to the awardee, however caused.

11. Income Tax

Your award is subject to Canadian Income Tax. Tax matters are entirely your own responsibility. (^C(22) **FOR CANADA ONLY)**

Your award, in part or as a whole, may be subject to Income Tax. Tax matters are entirely your own responsibility.(^C(23) **FOR OTHER COUNTRIES**)

12. Visas

It is your responsibility to ensure that you comply with the visa regulations of ^C(24) Canada. A multiple entry visa should be obtained as you may be required to travel outside of ^C(25) Canada during your award.

13. Publications

The Centre will not cover publication costs of papers, books, theses or dissertations, even if they relate to the award, other than those stipulated in the Award Budget. Generally, funds are provided for typing and binding costs of theses that are required for the program of studies funded under the award.

14. Relationship to the Centre

Holders of an International Development Research Centre award are not agents, employees or representatives of the Centre. Recipients may verbally or in writing identify themselves as recipients of Centre awards but should ensure that they in no way imply that they represent the Centre for any purpose. The Centre reserves the right to terminate support for any award holder who does not observe this condition.

If the terms and conditions detailed in this letter (as well as the Undertaking and Consent to Release of Information) are acceptable to you, please indicate your acceptance of this award by signing one copy of this letter and returning it to my office.

After acceptance of this award, please note that all future correspondence should be directed to the officer responsible for your file, Ms. Rita Bowry, Awards Officer, in our Head Office in Ottawa.

May I, on behalf of the Centre, wish you success in the activities you undertake pursuant to this award.

Yours sincerely,

Christopher C. Smart
Director
Special Initiatives Program
Corporate Affairs and Initiatives Division

Acceptance of Award, including Undertaking and Consent to Release of Information

I hereby signify that I have read and understand the terms and conditions of the above-noted letter. I also undertake to return to my home country in order to assist in its development upon completion of this study ^C(26)(training) program, or before its completion if, in the opinion of the Centre, satisfactory progress in my studies is not achieved.

In the event that for any reason whatsoever, I apply to have my legal status in ^C(27) Canada changed, I undertake to so inform IDRC as a matter of priority. In addition, I hereby authorize Employment and Immigration Canada to give information to IDRC, upon request by IDRC, of any application I might make to have my legal status in Canada changed, as well as of any change to my legal status in Canada while I am in receipt of the present award.

_____
Name

_____
Date

cc: ^C(28)(Supervisor)

Distribution: ^C(29) PSU/RO/program/University

Encl: progress report form

Budget Notes

1. Original receipts are required for all items marked with an asterisk.

2. First instalment of award includes stipend, books, clothing, installation and one-way enroute allowances.

3. Medical insurance, refer to paragraph 7. In the case of emergencies, the Centre will also reimburse 75% of the cost up to $250 for dental expenses and eyeglasses.

4. Tuition fees may be paid directly by IDRC to the university upon receipt of an invoice from the university.

5. Books: this includes supplies, photocopies and small equipment.

6. Research expenses: this will cover the cost of research expenses directly related to program, e.g. field work, computer time. A detailed projection of the funds required must be submitted to the Centre by your supervisor along with your research proposal.

7. Professional meetings: these funds are intended to provide you the opportunity to gain knowledge relevant to your program or to share your expertise.

8. Thesis expenses: this amount may be used to purchase a microcomputer at the beginning of your award. It is understood, however, that the difference in cost must be covered by you. It is also understood that no claim for thesis or typing expenses will be accepted at a later date.

9. Shipping costs, refer to paragraph 6.

10. You may request an accountable advance for research expenses, professional meetings and thesis expenses, with the understanding that official receipts will be submitted at a later date.

Appendix 2

Standard Allowances for Training Awards Tenable in Canada

Accountable allowances are marked with an asterisk

1. Living Allowances

i. Stipend (per month):	$1,050:	for Fredericton, Halifax, Ottawa and Victoria
	$1,100:	for Toronto and Vancouver
	$1,150.	for Guelph
	$1,000·	elsewhere

If awardees leave Canada for more than 3 months for field research, and are not, during this time, receiving a salary from their employer, their stipend will be reduced to $250 per month. If they are receiving a salary from their employer, they will not receive any stipend from the Centre during their field research.

The partial stipend of $250 per month is intended to cover the living expenses (food, local travel, incidentals: etc.) of the awardee.

ii.	Clothing allowance	$450
iii	Medical insurance*	actual: average $1,000 per year. Awardees may also claim up to $250 per year for reimbursement of 75% of dental expenses and/or optical expenses. Optical expense include one pair of prescription lenses every 2 years; claims for frames will be limited to $70.

2 Research Costs

i	Tuition fees*	$3,000 - $10,000 per year, depending on institution
ii	Books and supplies	$800 first year; $700 per year for following 2 years
iii	Research expenses*	actual· average of $5,000
iv.	Professional meetings*	$600 for Master's degree; $1,200 for Ph.D.
v.	Thesis expenses	$1,500: This amount may be used to purchase a computer The Centre will not pay for any costs of binding or reproduction above what is provided in this allowance.

3 Travel Allowances

i.	Airfares*	regular economy, by the most direct route, for an average of $3,800. One additional airfare will be issued to Ph.D. students only to visit their home country for three weeks during the summer months, or to carry out their field research, which may be for longer period of time.
ii.	Pre-travel/installation	$500
iii	En-route	$100 each way
iv.	Shipping at end of tenure*	1/2 of one-way economy airfare: average of $950

Notes on some changes:

IDRC no longer provides extra allowances for individuals with dependents

Appendix 3

AUTHORIZATION FORM

Please submit this information at least two months before commencement of the award.

1. **Awardee's name and address (including fax and telephone number)**

2. a) **Responsible Program Officer**

   b) **Contact Person in the Division (for information required during the tenure of the award)**

3. a) **Project Title**

   b) **Project Number**

   c) **Total Budget available for the award**

   d) **Line Item to charge (coding)**

   e) **Theme / SED**

4. a) **Program of Study: Masters / PhD / Other (specify) in** _____

   b) **Duration:** _____**months/years**

   c) **Supervisor's name, department and university**

   d) **Please attach the letter of admission and any other relevant information**

5. **Where will research for the thesis/dissertation be carried out?**

6. **If research is to be carried out in the region (i.e. outside Canada), please indicate the following:**

   a) **Within the total budget available for the award, have you budgeted for an airfare for field research?**
   Yes ( ) No ( )

   b) **Out of the total budget (excluding the airfare), how much is budgeted for field research expenses?**
   $ _____ **CAD**

   c) **Is the awardee receiving a salary from his/her institution during the period of field research?**
   Yes ( ) No ( )

7. **Has the awardee obtained his/her medical clearance and student visa? Yes ( ) No ( )**

8. **Any other information**

Appendix 4

IDRC CRDI
CANADA

INTERNATIONAL DEVELOPMENT RESEARCH CENTRE

Training Award Application

Français au verso

Your completed application should include:

1) The original application form duly completed

2) Endorsement from your employer (Part C of this application)

3) Proof of acceptance in the course and institution where you propose to train

4) Proof of TOEFL score or equivalent language exam (if applicable)

5) Any additional information you wish to submit in support of your application

Notes to Applicants:

1) IDRC's training awards provide training for individuals associated with IDRC supported projects or programs.

2) If a candidate is accepted for an IDRC training award, IDRC will help to identify a suitable training institution. However, IDRC's support does not guarantee admission to a university, college or similar training course.

3) When a candidate has made prior arrangements and has been accepted by a training institution, copies of letters or other proof of admission should be sent with the application form to IDRC. IDRC reserves the right to recommend an alternate institution.

4) Each application must be accompanied by a letter from the applicant's institution endorsing the request and agreeing to release the applicant from normal duties for the duration of the award.

5) IDRC strongly recommends that students wishing to study in an institution where the language of instruction is English or French arrange to have a TOEFL (or French equivalent) examination. The universities use the score of the language aptitude test as one criterion for admission.

This application consists of.
- Part A : Personal Information
- Part B : Proposed Program
- Part C : Supervisory or Institutional Endorsement

Parts A and B are to be completed by the applicant. Part C must be completed by the applicant's employer.

IDRC
CRDI

Training Award Application
Demande de bourse de formation

PART A · PERSONAL INFORMATION
PARTIE A : RENSEIGNEMENTS PERSONNELS

1. **Ms.**
Miss/Mlle
Mrs./Mme _____
Mr./M. Surname/Nom de famille — Given names in full/Prénoms au complet

2*. **Date of birth** _____ (yy-mm-dd)/(aa/mm/jj)
Date de naissance

3*. **Marital status** _____
État civil

4 **Citizenship** _____
Citoyenneté

5 **Permanent address/Adresse permanente**

_____
Street/Rue

_____
City/Ville — Province/Country/Pays — Postal Code/Code postal

Residence telephone ( ) _____
Téléphone à domicile

Office telephone ( ) _____
Téléphone au bureau

FAX/Télécopieur ( ) _____

6 **Address for correspondence concerning this application**
Adresse où envoyer la correspondance relative à cette demande

_____
Street/Rue

_____
City/Ville — Province/Country/Pays — Postal Code/Code postal

Telephone ( ) _____
Téléphone

FAX/Télécopieur ( ) _____

*All information marked with an asterix is kept confidential and will be used strictly for statistical purposes It is not mandatory to give this information
Toutes les informations indiquées d'un astérisque sont confidentielles et seront pour l'usage de statistiques seulement Ce n'est pas obligatoire que cette information soient données

ACADEMIC/ÉTUDES

7. **List chronologically all degrees, diplomas or certificates held or expected, beginning with your current degree program. Attach a separate sheet if necessary.**
Énumérez, par ordre chronologique, tous les diplômes ou certificats reçus ou attendus en commençant par celui auquel vous travaillez en ce moment. Joignez une autre page au besoin.

Degree/Diploma/ Certificate Grade/Diplôme Certificat	Institution	Field of Study Domaine d'études	Date Awarded or Expected Date d'obtention réelle ou prévue

8. **List other studies (courses/seminars) which did not lead to a degree but which are relevant to this application.**
Énumérez les autres études (cours de courte durée, séminaires) faites qui n'ont pas mené à un diplôme, mais qui ont un rapport avec la demande.

Course Cours	Institution	Subject Sujet	Month/Year Mois/Année

LANGUAGES/LANGUES

9 Indicate your level of competence in all languages that you know by circling the appropriate descriptor.
Précisez votre niveau de connaissance des langues en encerclant la mention appropriée.

E = Excellent G/B = Good/Bon F/P = Fair/Passable

Language/ Langue	Read/ Lecture			Write/ Écriture			Speak/ Expression orale			Understand/ Compréhension		
	E	G/B	F/P	E	G/B	F/P	E	G/B	F/P	E	G/B	F/P
	E	G/B	F/P	E	G/B	F/P	E	G/B	F/P	E	G/B	F/P
	E	G/B	F/P	E	G/B	F/P	E	G/B	F/P	E	G/B	F/P
	E	G/B	F/P	E	G/B	F/P	E	G/B	F/P	E	G/B	F/P

If you have taken a TOEFL exam or its equivalent, indicate the score achieved. _____
(enclose copy of the transcript of this test)
Si vous avez passé un l'examen TOEFL ou l'équivalent, veuillez indiquer le résultat obtenu. _____
(Inclure une copie du relevé de notes)

WORK EXPERIENCE/EXPÉRIENCE DE TRAVAIL

10 **Present Employment/Emploi Actuel**

Position / Poste _____ Profession _____

Organization / Institution _____ Department / Département _____

Address / Adresse _____ City / Ville _____ Country / Pays _____

11. **List your work experience in chronological order, beginning with most recent.**
Énumérez tous vos emplois par ordre chronologique en commençant par le plus récent.

Institution	Department Département	City/Ville Country/Pays	Position Poste

12. **Work References/Références de travail**
Give two references who are familiar with your work.
Donnez le nom de deux personnes qui connaissent bien votre travail.

	NAME/NOM	TITLE/POSTE	ADDRESS/ADRESSE
1	_____	_____	_____
2	_____	_____	_____

PART B : PROPOSED PROGRAM
PARTIE B : PROGRAMME PROPOSÉ

Please attach proof of acceptance from the institution or organization where you will be doing your training. If you have not yet received proof of affiliation, please provide details on the institution or program for which you have applied. If you are not certain of the best place to pursue your program, you may indicate institutions and training programs that are of interest to you.

Veuillez joindre une preuve d'admission à l'institution où vous poursuivrez votre formation Si vous n'avez pas encore reçu de preuve d'admission, veuillez donner des précisions sur l'institution ou sur le programme pour lequel vous avez présenté une demande. Si vous n'êtes pas certain(e) de l'endroit qui convient le mieux, vous devez indiquer les institutions et les programmes de formation qui vous intéressent.

13. **Training program/Programme de formation**

a) Specify level of degree, field of study and area of specialization.
Précisez le grade, la discipline et le domaine de spécialisation

b) Describe briefly your personal and professional objectives for training
Exposez brièvement les raisons personnelles et professionnelles pour lesquelles vous désirez acquérir une formation plus poussée.

1)

2)

3)

c) How will you make use of the training that will be funded by this award?
Comment tirerez-vous parti de la formation qui sera subventionnée par cette bourse?

d) Proposed institution of training
Institution proposée pour la formation

Institution name _____
Nom de l'institution

Department _____
Département

Address _____
Adresse

Cable, telex or fax _____
Câble, télex ou télécopieur

e) Name of your proposed supervisor _____
Nom du superviseur proposé

Position _____
Poste

g) Proposed commencement of study _____
Date proposée pour le début des études year/année month/mois day/jour

h) Estimated duration of study (months) _____
Durée prévue des études (mois)

BUDGET INFORMATION/INFORMATION BUDGÉTAIRE

14 a) Will you receive your salary or any other income during the award?
Recevrez-vous votre salaire ou d'autres revenus pendant la période visée par la bourse?

Yes/Oui ___ Indicate/Indiquez : amount/montant _____ source _____
% of salary/% du plein salaire _____

No/Non ___

b) Will you be sponsored by another institution during the IDRC award?
Recevrez-vous une bourse d'un autre organisme pendant la période visée par la bourse du CRDI?

Yes/Oui ___ Indicate/Indiquez : amount/montant _____ source _____

No/Non ___

c) Will you have financial obligations at home during the period of the award?
Aurez-vous des obligations financières familiales pendant la période visée par la bourse?

Yes/Oui ___ Indicate/Indiquez : amount/montant _____ source _____

No/Non ___

15 **Please estimate the following costs in the currency of the country in which you will study.**
Veuillez fournir les prévisions budgetaires suivantes en devise du pays dans lequel vous étudierez.

a) Tuition fees (per academic year) _____
Frais de scolarité (annuels)

b) Medical Insurance (monthly premium) _____
Assurance médicale (prime mensuelle)

c) Other study/research expenses (please specify)
Autres dépenses de recherche/études (précisez)

_____ _____

_____ _____

_____ _____

16 If you are allowed to take foreign currency out of your country, please provide the following information for deposit of preliminary funds
Si la loi de votre pays vous autorise à sortir des devises étrangères, veuillez fournir l'information suivante où devra être versée l'indemnité couvrant les fonds de voyage préliminaire.

Bank _____ Account no. _____
Banque No. du compte

Address _____
Adresse

17 Approximate date of travel _____
Date approximative de votre voyage year/annee month/mois date/jour

FOR IDRC USE ONLY - RÉSERVÉ AU CRDI SEULEMENT

1. Sponsoring Division / Division offrant la bourse
   ENR / ERN SS / SSo HSD / SSa ISS / SSI CAI / IAI Other / Autre

2. Sponsoring Program
   Secteur offrant la bourse

3. Associated project title
   Titre du projet rattaché

4. Project file number
   Numéro de dossier du projet

5. Sustainable and Equitable Development Theme
   Thème du développement durable et équitable

PART C : INSTITUTIONAL ENDORSEMENT
PARTIE C : RECOMMANDATION DE L'ÉTABLISSEMENT

This form should be completed by the institution and returned to the candidate to be sent to IDRC with the completed application
Ce formulaire doit être rempli par l'institution et retourné au (à la) candidat(e) qui l'enverra au CRDI avec la demande dûment remplie.

Name of candidate _____
Nom du (de la) candidat(e)

18 Please state your reasons for nominating this candidate for an IDRC award.
Veuillez énoncer les raisons pour lesquelles vous recommandez ce(cette) candidat(e) pour une bourse du CRDI.

19 How will your institution make use of the experience gained by the candidate?
Comment votre institution mettra-t-elle à profit l'expérience acquise par le(la) candidat(e)?

20 Name _____ Position _____
Nom Poste

Institution _____
Institution

Address _____
Adresse

Date _____ Signature _____

Appendix 5

INTERNATIONAL DEVELOPMENT RESEARCH CENTRE

Award Recipient's Progress Report

Please complete and send in this report in January, May and September of each year.

Name: _____

Institution: _____

Field of Study: _____

Supervisor: _____

Program of Study (Master's, Ph.D , etc): _____ In. _____

Period covered by progress report. From _____ To: _____

1 Please ask your supervisor to send us under separate cover his/her confidential comments on your academic performance Please also send a copy of your transcripts at the end of each term

2 Please list the courses you took during this reporting period and the grades you obtained

3. Did you write any papers, proposals or chapters during the same period? If so, please list them below.

4. Did you participate in other academic activities (e.g. conferences, courses attended, etc) during the same period? If so, please list them below.

5. What courses will you take next term (if applicable). If this is your first report, please attach a schedule of courses to be taken for the entire award period.

6 Are you planning to attend any conferences or other professional meetings in the next six months? YES/NO

If YES, when ? _____
Please attach relevant information/announcements

7. Are you receiving or do you expect to receive funding (other research grants, awards, income from teaching assistantships) from sources other than IDRC? Please give details.

8. Are you satisfied with the progress you have made during the last six months? Please elaborate

9. Do you foresee any problems in completing your program?

10. Have you participated in any other activities (e g social events, non-academic courses) worthy of note?

11. Do you have any other comments or matters you wish to discuss?

Signature. _____

Date: _____

Thank you for taking the time to fill in this report. Your report will be useful to us in helping to make your training more effective.

IDRC CRDI
CANADA

INTERNATIONAL DEVELOPMENT RESEARCH CENTRE

Award Recipient's Final Report

Name. _____

Field of Study: _____

Institution: _____

Supervisor. _____

Program of Study (Master's, Ph.D., etc) _____ In: _____

Commencement Date of Award: _____ Completion Date: _____

1. Briefly restate your training objectives during your tenure·

   i)

   ii)

   iii)

2. Did you fulfill these objectives? (Please give a percentage rating.) If you did not fulfill your objectives 100 %, please explain

   i) % _____

   ii) _____%

   iii) _____%

3 Please summarize in chronological order your academic and research activities during the award Include field trips, conferences, etc and the dates of these activities (attach extra sheets if necessary).

4 If you conducted field research outside of Canada during your award, please indicate where and the period you were away

   Location of research· _____

   From: _____ To: _____

5 Were you associated with any other institutions or organisations during the tenure or your award?

6 We require your official academic transcripts from the university or college you attended. Please indicate when you asked these to be sent to the Centre

7. If you received any other awards, grants or honours during your studies, please list them

8 List the titles of any reports or research papers, etc., you have produced during the tenure of your award. If you have prepared a thesis or dissertation, give the title. Please attach copies if you have not already sent them to IDRC

9 If any paper or book resulting from your work during tenure is to be published, please indicate by whom and when

10 Were you in contact with any IDRC staff (other than the Awards Officer) during the course of your study? Please indicate who you were in contact with and if this contact assisted you in any way

11 Did you encounter any problems (anticipated or unforseen) during your studies? Please elaborate.

12. a) Will you be returning to your former position and institution on completion of tenure?

b) If not, indicate your new position and/or institution and briefly describe your responsibilities.

13. Please give us your comments on the administration of your award by IDRC. How could the Centre have better facilitated your program of study?

14. Describe clearly how the experience and knowledge gained during this award will be of use in the development of your career.

15 Any other comments (please attach extra sheets if necessary)?

16. Mailing address after completion of the award.

Signature. _____

Date: _____

Thank you for taking the time to give us your comments and suggestions. Your responses will help us improve the design of our awards.

Appendix 6

Standard Allowances for IDRC Research Fellowships

1. Living Allowances

i. Stipend: $ 1,500 - $ 3,500 per month, depending on:

- seniority,
- program of work;
- length of tenure;
- number of accompanying dependents (spouse and two children up to 18 years of age)
- portion of salary recipient will continue to receive from his/her home institution.

For researchers going to countries other than Canada, the same type of support would be provided but the amount will vary according to the circumstances in the countries involved.

ii. Clothing allowance $450 (single) $900 (married or with dependents)

iii. Medical insurance actual: average $1 000 per year. Awardees may also claim up to $250 per year for reimbursement of 75% dental expenses and/or optical expenses. Optical expenses include one pair of prescription glasses every 2 years; claims for frames will be limited to $70.

Note: For researchers going to countries other than Canada, the same type of support would be provided, but the amount will vary according to the circumstances in the countries involved.

2. Research Costs

i. Books and supplies $500

ii. Research expenses actual: maximum of $10,000 including professional meetings

3. Travel Allowances

i. Pre-travel/installation $500

ii. Airfares regular economy, by the most direct route, for the recipient (and, in some cases, spouse and two children up to 18 years of age).

iii. Enroute $100 each way

iv. Shipping at end of tenure 1/2 of one-way economy airfare.

Appendix 7

Young Canadian Researchers Award

The Award

Since 1982, Young Canadian Researchers Awards have assisted Canadian graduate students to undertake their thesis research on issues of sustainable and equitable development. The award is intended to promote the growth of Canadian capacity in research on sustainable and equitable development. Normally, such research is conducted in Latin America, Africa, or Asia.

Eligible Fields of Study

Applications will be accepted for research on sustainable and equitable development areas corresponding to IDRC's research priorities. IDRC's research activities focus on six multidisciplinary themes:

- Integrating Environmental, Social and Economic Policies;
- Technology and the Environment;
- Food Systems Under Stress;
- Information and Communication for Environment and Development;
- Health and the Environment;
- Biodiversity

as well as the fields of Environment and Natural Resources, Health Sciences, Information Sciences and Systems, Social Sciences, Gender and Sustainable Development, Management of Innovation Systems, and Human Resource Development.

Applicants at the doctoral level will be considered for all the above themes and fields. Applicants at the master's level will only be considered in the areas of Health Sciences, Information Sciences and Environmental Policy.

Eligibility

Applicants must meet the following conditions for eligibility:

- Be registered at a Canadian university;
- Hold Canadian citizenship or permanent residency status;
- Proposed research is for a doctoral or a master's thesis. Approval by the appropriate academic committee is required;
- Research is in one of the eligible fields of study;
- Provide evidence of affiliation with an institution or organization in the region which the research will take place;
- Master's students must provide evidence that course work will be complete and comprehensive examination passed by the time of award tenure.

Duration of Tenure

Award tenure corresponds to the period of field research. In general, this will be no less than 3 months and not more than 12 months. For applicants at the doctoral level, tenure of up to 24 months will be considered.

Value

The award will cover justifiable field research expenses to a maximum of $20 000 per year. Doctoral students may apply for up to two years of funding for a maximum award of $40 000.

Number of awards

Variable.

Deadlines

There are two cycles of competition. All supporting documentation must be complete before the application will be considered. The deadlines for receipt of applications for each cycle are:

- January 15, 1995 (awards will be announced mid-April)
- June 30, 1995 (awards will be announced end of September)

Applications

Applications will be evaluated according to criteria such as relevance to sustainable and equitable development, relevance to IDRC priorities, quality of research proposal, future impact of research, suitability of the candidate, and suitability of the proposed affiliation.

Application forms are available from the Deans of Graduate Studies and Research in Canadian universities, or from the following address at IDRC:

Young Canadian Researchers Award
Centre Training and Awards Unit
International Development Research Centre
250 Albert Street
PO Box 8500
Ottawa, Ontario K1G 3H9

Fax: (613) 563-0815
Telephone: (613) 236-6163 ext. 2098
E-mail: Internet[CTA@IDRC.CA]

Doctoral or master's students in Social Forestry are encouraged to apply for the John G. Bene Fellowship.

Appendix 8

John G. Bene Fellowship in Social Forestry

Purpose

The Fellowship is intended to provide assistance to Canadian graduate students undertaking research on the relationship of forest resources to the social, economic, and environmental welfare of people in developing countries. The award must be used at least in part to help fund field research in a developing country.The successful candidate will be the one whose work most benefits the lives of the less privileged people in the developing country.

Eligibility

Applicants must meet the following conditions for eligibility:

- Hold Canadian citizenship or permanent residency status;
- Be registered in a Canadian university at the doctoral or master's level;
- Have an academic background that combines forestry or agroforestry with social sciences. Applicants from interdisciplinary programs (e.g., environmental studies) may also be eligible, provided their programs contain the specified elements.

Value

The value of the award is $7000 per year.

Duration of tenure

One year. May be renewable for up to two additional years.

Deadlines

- Receipt of applications by IDRC: February 1
- Announcement of award: end of March
- Tenure to be undertaken by: March 1 of the following year

Applications

- Open competition
- The recipient of the award is chosen by a Selection Committee.
- Application forms are available from:

Centre Training and Awards Unit
Corporate Affairs and Initiatives Division
International Development Research Centre
250 Albert Street
PO Box 8500
Ottawa, Ontario
Canada K1G 3H9

Tel: (613) 236-6163 ext. 2098
Fax: (613) 563-0815
email: Internet [CTA@idrc.ca]

The Endowment

A bequest from the estate of John G. Bene provided the initial capital for an endowment. Public subscriptions have contributed to the endowment's capital fund. Members of the public who wish to support the effort begun by John G. Bene to encourage Canadians to undertake research in the field of social forestry may send their contributions to the endowment at the address given above. Such donations will be tax deductible.

As its contribution, IDRC provides the administration for the Fellowship at no cost to the endowment.

The estate of the late John G. Bene has established an endowment, to be administered by the International Development Research Centre, that provides a postgraduate fellowship in the field of social forestry.

John G. Bene Fellowship in Social Forestry

John G. Bene, O.C., LL.D., had a long and distinguished career in the private sector of the Canadian forest industry. This career, from 1938 to 1975, included the founding of Weldwood of Canada Ltd, in 1964.

Mr. Bene was born in Vienna and grew up in Hungary, where his family owned a plywood factory. He graduated from the Technical University of Budapest with a degree in mechanical and electrical engineering. He emigrated to Canada in 1938 where he founded a veneer plywood plant in British Columbia, which, by 1940, was the largest supplier of aircraft birch plywood in the Commonwealth. After World War II, he was commissioned by the Allied Military Government to evaluate panelboard technology in Germany. Mr Bene was active in British Columbia's civic affairs: he was one of the founders of the Children's Foundation, a private organization devoted to the rehabilitation of emotionally disturbed children, and was a Director of the Bank of British Columbia. This involvement in civic affairs was curtailed after 1968 when his services in the public sector involved extensive travel.

From 1968, Mr Bene served in the public sector for both Canada and the world. He was a special forestry advisor and later Director General of the Special Advisors' Branch of the Canadian International Development Agency; a member of the Board of Governors of the International Development Research Centre (IDRC) and later special advisor to its President on forestry and renewable resources; and a founding member and first Chairman of the International Council for Research in Agroforestry based in Nairobi, Kenya. Toward the end of his life, Mr Bene was chief federal negotiator for the Niska Indians — a position that he had to give up due to illness.

Mr Bene's outstanding service to the country was recognized in December 1983 when he was admitted as Officer of the Order of Canada and again in March 1986 when he was awarded an honourary doctorate of laws by Simon Fraser University in British Columbia. He died in April of that year.

John Bene had a deep and personal concern for the social, economic, and environmental consequences of society's exploitation of forests. His philosophy was captured in the phrase *Trees for people* a motto that emphasizes the dependence of the human environment on woody vegetation. This is particularly true for the poorer people: wood is gathered for cooking meals and heating; leaves and fruits from trees are harvested for food and fodder and to restore fertility to gardens; and trees are essential to protect people, animals, and the soil from torrential rains and the searing sun.

In Canada, where we have been lulled into believing that our forests are an inexhaustible supply of wood, we have begun to realize that new attitudes are needed to secure a lasting benefit from this natural endowment. This new respect for our forest resources is due, in large measure, to the object lessons we have learned from the use of forests in the developing world. Once vast resources are dwindling: women and children must walk even longer distances in their search for fuel; an estimated 250 million people are forced to burn manure and other agricultural waste, which would normally be used to maintain soil fertility, to cook one hot meal a day; hungry cattle and goats devour and trample saplings; and crop lands are extended into forested areas. Remedial activities will only be possible to the extent that we increase our awareness and knowledge of the relationship between human socioeconomic systems and the trees of the world's forests. John Bene had a deep confidence in people and recognized the importance of individual leadership in solving problems. This award is intended to encourage and support such leadership.

Appendix 9

JOURNALISM INTERNSHIP

with

GEMINI NEWS SERVICE

Objective

This internship, established in 1983, provides journalists with the opportunity to increase their awareness of development issues by participating in the work of the Gemini News Service and undertaking an assignment in a developing country.

Gemini News Service

Gemini is a non-profit organization with a small staff, based in London, England. It was established in 1967 to provide an exchange of news coverage between the developing and developed world. About 200 journalists in more than 120 countries contribute news features to the News Service which distributes them to newspapers, magazines, and radio and TV stations in more than 70 countries. The News Service carries six articles and graphics in twice-weekly packages dealing with a wide range of issues from politics, economics, and culture to health, science, and the environment.

Because many of the subscribers, as well as journalists, are located in developing countries, Gemini makes a special effort to provide regular coverage of issues that concern them.

Program

The intern will spend eight months working at Gemini, and undertake an assignment in a developing country for 3 to 4 months. While at Gemini, the intern will play an integral part in reporting stories, in the editing process, and in researching information to prepare Gemini's respected graphics. He or she will be involved in specific reporting assignments and editorial research on a wide range of topics. In the course of work, he or she will develop a particular interest in a current issue that will be pursued in the longer term.

Duration and Value

For 1 year with a value up to $30 000 CAD. Only one award is given each year.

Eligibility

- Canadian citizen or permanent resident;
- Employee of Canadian daily newspapers, news agencies, radio or television stations with 3 years minimum experience; experienced freelancers in radio and television may also apply;
- Guaranteed leave of absence and re-employment by employer.

Application

Because all work undertaken at Gemini is in English, the candidate must demonstrate written and oral proficiency in English. The following information should be submitted:

1. A statement of your learning objectives;
2. A proposal (up to five pages) for the internship including:
   - A description of your ambitions;
   - A summary of your geographic or topical areas of expertise and interest; and
   - An outline of the nature and type of assignment to be undertaken in a developing country.
3. A provisional timetable and budget;
4. A curriculum vitae;
5. Two letters of reference from individuals familiar with your work;
6. Academic transcripts;
7. Proof of Canadian citizenship or permanent residency;
8. A letter from your employer confirming a one-year leave of absence with guaranteed employment at the end of the fellowship term; and
9. Two examples of your work in journalism (written or electronic).

Selection

Open competition. Final selection to be made by the IDRC/ Gemini Selection Committee.

Deadlines

- Receipt of applications at IDRC: May 15, 1994
- Announcement of award: June 1, 1994
- Tenure: to begin October 1, 1994

Applications and requests for further information should be sent to:

Gemini Internship, Special Initiatives Program
Corporate Affairs and Initiatives Division
International Development Research Centre
PO Box 8500
Ottawa, Ontario K1G 3H9
Tel: (613) 236-6163 ext. 2098
Fax: (613) 563-0815

IDRC also offers a journalism internship based in Montpellier, France. For more information on the Périscoop Internship, please write to the above address.

Appendix 10

FELLOWSHIP IN JOURNALISM

an internship with

L'AGENCE PÉRISCOOP MULTIMÉDIA

Purpose of the award

This award was established by IDRC in 1992 to increase understanding of issues related to developing countries, and to familiarize Canadian journalists with the concerns and priorities of countries of the South.

L'Agence Périscoop Multimédia

L'Agence Périscoop Multimédia, created in 1981, is a non-profit news agency specializing in environmental, agricultural and food issues relating to countries of the South. The main focus of Périscoop is Africa. Its staff consists of 10 full-time journalists and 40 regular freelancers, distributed among various countries in French-speaking Africa. Its offices are located at the Parc scientifique Agropolis in Montpellier, France. The working language of Périscoop is French, and its main audience is in Africa.

L'Agence Périscoop produces a monthly press bulletin, *SYFIA* which distributes approximately 150 articles annually to 200 newspapers and radio stations; *Intertropiques*, a monthly 26-minute television magazine which deals with agricultural, environmental and economic topics; *Courrier de la planète*, a monthly magazine offering information, discussions and reflections on the international aspects of environmental, food and agricultural issues; *SPORE*, a bi-monthly bulletin for the Technical Centre for Agricultural and Rural Cooperation, which gathers information on agricultural techniques used by countries in Africa, the Caribbean and the Pacific.

The recipient of the IDRC award will be a member of the L'Agence Périscoop Multimédia team, and play an active role in written and audio-visual productions.

Program

The recipient will undertake a professional internship for one year at L'Agence Périscoop Multimédia. As a member of the Périscoop news team, the recipient will be involved in specific reporting assignments and editorial research on a wide range of topics. As well, he or she will choose one or several topics of special interest to study in depth in the field (Francophone and/or Anglophone Africa).

Duration and Value

For 1 year with a value up to $30 000 CAD. Only one award is given each year.

Eligibility

- Canadian citizen or permanent resident;
- Excellent spoken and written French;
- Employee of Canadian daily newspaper, news agency, radio or television station with 3 years minimum experience; experienced freelance journalists from the print media, radio and television may also apply;
- Suitable academic qualifications; and
- Guaranteed leave of absence and reemployment by employer.

Application

Because all work undertaken at L'Agence Périscoop is in French, the candidate must be able to demonstrate written and oral proficiency in French. The following information should be submitted:

1. A description (up to five pages) of:
   - your ambitions and learning objectives;
   - geographic or topical areas of expertise and interest; and
   - an outline of the subject(s) you want to cover in Francophone and/or Anglophone Africa.
2. A provisional timetable and budget;
3. An up-to-date curriculum vitae;
4. Two letters of reference from individuals familiar with your work;
5. Academic transcripts;
6. Proof of Canadian citizenship or permanent residency;
7. A letter from your employer confirming a one-year leave of absence with guaranteed employment at the end of the fellowship term; and
8. Two examples of your work in journalism (written or electronic).

Selection

Open competition. Final selection to be made by the IDRC/ PÉRISCOOP Selection Committee.

Deadlines

- Receipt of applications at IDRC: **May 15, 1994**
- Announcement of successful candidate: **June 1, 1994**
- Start of internship: **October 1, 1994**

Applications and requests for further information should be sent to:

Périscoop Internship, Special Initiatives Program
Corporate Affairs and Initiatives Division
International Development Research Centre
PO Box 8500
Ottawa, Ontario K1G 3H9
Telephone: (613) 236-6163 ext. 2098
Fax: (613) 563-0815

IDRC also offers an award for the Gemini internship, a fellowship in journalism based in London, England. For more information, please write to the above address.

Appendix 11

CENTRA Fields and Field Definitions

Field Names	Mnemonic	Tag	Field Definition
Name (Smith, John)	NAME	A100	Name of the award holder
Date of Birth (yyyy-mm-dd)	BDATE	A110	Date of birth of the award holder
Sex (M or F)	SEX	A120	Gender of the award holder
Marital Status Code	MARCO	A130	Marital status of the award holder
Citizenship Code	CITZCC	A140	Country of citizenship of award holder
Language Code *	LANG	A150	Language of correspondence used with IDRC
Contact Address *	CONADD	A160	Address at which the award holder can be contacted in home country
Telephone Number	PHONE	A170	Telephone number at which the award holder can be contacted in home country
Fax Number	FAX	A180	Fax number at which the award holder can be contacted in home country
Education Group*	EG	A200	This group of fields describes the most recent formal education received by the award holder
Institution Name	EINNA	A201	Name of the institution where the most recent degree was undertaken
Department	EINDE	A202	Name of faculty or department
City	EINCI	A203	Name of the city of the education institution
Country Code	EINCC	A204	Name of the country of the education institution
Degree code	EDEGCO	A205	Type of degree sought
Field of Study Code	EFIELD	A206	Field of study in which degree is/was sought
Specialization	ESPEC	A207	Area of specialization in the field of study
Educational Supervisor Group *	ESG	A210	The person whom the award holder was under academic supervision
Professor's Name	PNAME	A211	Name of award holder's academic supervisor
Professor's Title	PTITLE	A212	Full title of the award holder's supervisor
Work Institution Group *	WIG	A300	This group of fields describes the award holder's most recent work experience
Institution Name	WINNA	A301	Name of the institution of the place of work
Department	WINDE	A302	Name of the department or division in the work institution

Field Names	Mnemonic	Tag	Field Definition
Position Title	WTITLE	A303	Title of the position held in place of work
City	WINCI	A304	Name of the city of the place of work
Country Code	WINCC	A305	Name of the country of the place of work
Profession *	WPROF	A310	Profession/occupation of the award holder
Work Supervisor Group *	WSG	A320	This group describes the person whom the award holder was under supervision
Work Supervisor's Name	WSNAME	A321	Name of the work supervisor
Work Supervisor's Title	WSTITL	A322	Title of the work supervisor
Award Code	AWACO	A400	Name of the award given by IDRC
CPF Theme Group	CPFG	A420	This group describes the Coporate Program Framework theme to which the award is related
CPF Theme or SED	CPFCO	A421	The Corporate Program Framework (CPF) theme or Sustatinable ane Equitable Development (SED) under which the award falls
CPF Sub-theme	CPFSUB	A422	The Sub-component of the theme under which the award falls
Training Subject Group	TUG	A500	This group of fields describes the type of training given to the award holder
Training Degree Code	TDEGCO	A501	Level of degree sought
Training Field of Study	TFIELD	A502	Field of study during tenure
Training Specialization	TSPEC	A503	Specialization in the field of study during tenure
Host Institution Group *	HOING	A600	This group describes the place of tenure of the award holder
Name	HOINNA	A601	Name of the host institution
Department	HOINDE	A602	Name of the department or faculty
City	HOINCI	A603	Name of the city of the place of tenure
Country Code	HOINCC	A604	Name of the country of place of tenure
Host Supervisor Group *	HSG	A620	This group of fields describes the advisor supervising the award holder
Supervisor Name	HSNAME	A621	Name of the person who will be supervising the award holder
Supervisor Title	HSTITL	A622	Position title of the supervisor
Program-Related Awards Group *	PRGAG	A700	This group describes the awards that are related to an IDRC program
Related Program Code	PRGCO	A701	Name of the program to which the award is related

* fields that are repeatable

Field Names	Mnemonic	Tag	Field Definition
Related Sub-Program Code	PRGSUB	A702	Name of the sub-program of the program
Project-Related Awards Group	PJAG	A710	This group describes the awards that are related to an IDRC project
Name of Project	PJNAME	A711	Name of the project to which the award is related
Project File Number	PJFILE	A712	The Centre file number for the related project
Program/Project country code *	PROCCO	A730	Name of the country with which the program/project related award is affiliated
Division Code *	DIVCO	A750	The division that requested the award or under whose interest it lies
File Number *	FILENO	A800	The file number of the award holder
Funding Divisions(s) *	FNDING	A810	The division(s) that fund the award
Thesis Group	TG	A840	This group describes the thesis or dissertation written by the award holder as a result of the training or research received.
Thesis Title	THESIS	A841	Title of the thesis or dissertation
Thesis Received	RCEIVE	A842	This indicates whether or not IDRC has received a copy of the thesis or dissertation
Amount of Grant (CAD)	GRANTC	A820	The actual cost of the award in Canadian dollars
Amount of Grant (Local currency)	GRANTL	A830	The cost of the award in local dollars
Award Start Date (yyyy-mm-dd)	START	A850	The date the award actually starts
Award End Date (yyyy-mm-dd)	END	A860	The date the award is expected to end
Total Award Duration (Months)	MONTHS	A870	The length of the award in months
Award Status	STATUS	A900	The current status of the award
Record Notes *	NOTES	A950	Any other points of interest
Date Last Updated	UPDATE	A990	The last date the record was modified

* fields that are repeatable

Canadian International Development Agency | Agence canadienne de développement international

STUDENTS AND TRAINEES

INSTRUCTIONS

A

DEFINITION

For reporting purposes, students and trainees are defined as individuals from developing countries who have been sponsored for training, even partially, with CIDA funds.

An individual is considered to be receiving training if the activity being financed is intended to augment the individual's level of knowledge, skills, technical know-how or productive aptitudes These activities include training at academic institutions, as well as short term courses and seminars, study and technical tours, conferences, and practical attachments.

Students and trainees are considered sponsored if

- they are in direct receipt of a training scholarship, fellowship or grant, or
- if they benefit from funds which were given to a public or private body with the express purpose of enabling this organization to specifically train them

Example
If $100,000 is given to a university to train 10 individuals in business management practices, the 10 individuals are counted as CIDA sponsored students However, if the same $100,000 is given to upgrade the university's business management program, all the students and trainees receiving training through this program, although benefiting from the contribution, should not be counted

EXCLUDES

Individuals receiving training from teachers or trainers sent with CIDA funds unless additional CIDA contributions have been made to enable them to receive the training (i e , their tuition fees, travel or living costs have been paid)

Thus, "counterparts" or students attending classes in high schools or universities being taught by CIDA-supported teachers are not reported as students or trainees

INSTRUCTIONS FOR THE COMPLETION OF THE FOLLOWING COLUMNS.

[1] Name of student or trainee
Give family name first, then given name or initial If names are not available, assign a number (01, 02, 03,) to each student and / or trainee

[2] Country (or region) of origin
The country to which the student or trainee is attached by citizenship or residency status, and is expected to return to or remain in If the country of origin is not known, indicate the region e g., Angtophone Africa, Francophone Africa, Americas, Asia, Caribbean, Oceania.

[4] Location of training
List all Canadian provinces in which the student or trainee is being trained. If not Canada, indicate the country in which training takes place

[5] Level / Type of training
Indicate the level / type of training for each student and trainee using the categories below

Students
Individuals from developing countries attending an institution of higher education in a program of at least one academic year which is leading towards a diploma or degree Students should be placed into one of the following levels of study

Secondary	Attending a secondary school
Diploma / Certificate	Attending an educational institution in a post secondary formal study program of one or more years, which leads to a diploma or certificate but not a degree (i e , the equivalent of a full community college program in Canada)
Bachelor	Attending a university or college in an undergraduate degree program.
Masters	Attending a university or college in a masters program
Doctorate	Attending a university or college in a doctoral program
Post-Doctorate	Attending a university or college in a post-doctoral program

Trainees.
Individuals from developing countries receiving practical training, or participating in study and technical tours, or attending short-term courses, seminars or conferences. Trainees should be placed into one of the following types of training

Practical Attachment	On-the-job or apprentice type training
Study and Technical Tours	The upgrading of knowledge, skills, technical know-how, and contacts through visiting counterparts and institutions in other countries
Short-Term Courses and Seminars	Training through the attendance of short-term courses or seminars
Conferences	The upgrading of knowledge and contacts through the attendance of a conference

[7] Specific subject
e g veterinary science, fisheries management, electrical engineering, credit management, etc

[8] Field of study

F01	Accounting and Auditing	F17	Forestry
F02	Agriculture (including animal husbandry)	F18	Health and Nutrition
F03	Architecture	F19	Human Settlements and Urban Development
F04	Arts and Humanities	F20	International Trade
F05	Communications	F21	Languages and Linguistics
F06	Computer Science	F22	Law
F07	Customs and Excise	F23	Management and Administration
F08	Economics	F24	Mathematics and Statistics
F09	Education	F25	Natural Sciences
F10	Energy	F26	Secretarial and Clerical
F11	Engineering and Technology	F27	Social Sciences
		F28	Surveying
F12	Environment	F29	Tourism, Hotel Management and Catering
F13	Geography		
F14	Geology, Mining and Metallurgy	F30	Transportation
F15	Finance and Credit	F31	Not Known
F16	Fisheries	F32	Other (please specify)

[9] Benefitting sector
Refer to guide for detailed list of fields included under each benefitting sector

01 Agriculture	12 Geographical Surveys
02 Education	13 Food Aid
03 Energy	14 Industry
04 Fisheries	15 Institutional Support and Management
05 Forestry	
06 Health and Nutrition	16 Material Management
07 Population and Human Settlements	17 Economic and Financial Support
	18 Human Resources Development
08 Mining and Metallurgy	97 Environment
09 Communications	98 Women in Development
10 Transportation	
11 Water and Sanitation Infrastructure	99 Multi Sector
	32 Other (please specify)

[10] Training period
In the case of

- a trainee who attended a number of short-term training sessions with breaks of time in between, write "multi-courses"
- a trainee who only received part-time training, write "part-time"

No start and finish dates need be given for multi-course or part time training Instead, and based on a thirty-day month, report the actual duration of the training in person-months (column 11)

[11] 1992 Person-months
Calculate to the nearest tenth of a month (by dividing the number of days of training by 30)

[12] Total CIDA funds expended for training in 1992
Report the total CIDA funds expended, including administrative support costs, for the training of each student and trainee in 1992

Acceptable expenditures include

Airfare	Term paper allowance
Shipping charges	Thesis allowance
Settling-in allowance	Research allowance
Medical expenses coverage	Cost of laboratory supplies
Clothing allowance	Your executing / implementing agency overhead costs and administration fees which may include • secretarial expenses • postage • telephone / telex / FAX charges • computer time to process application, *and*
Allowance for dependents	
Income taxes	
Daily expenses	
Per diem	
Local travel expenses	
Tuition fees	
Book allowance	

any other expenses directly attributable to training and paid for by CIDA.

FOR MORE INFORMATION

Refer to accompanying guide or call INFO

INFO

***819* 994-0957**

(Français au verso)

Canadian International Development Agency | Agence canadienne de développement international

STUDENTS AND TRAINEES
CALENDAR YEAR 1992

ÉTUDIANTS ET STAGIAIRES
ANNÉE CIVILE 1992

A

Project title — Nom du projet

CIDA project no — N° de projet de l'ACDI

1	2	3	4	5	6	7	8	9	10		11	12
Name of student or trainee (Family name given name or initial) **Nom de l'étudiant ou du stagiaire** (Nom de famille prénom ou init.)	**Sex / Sexe** M / F	**Country (or region) of origin** **Pays (ou région) d'origine**	**Location of training** (Country or Canadian province) **Lieu de formation** (Pays ou province canadienne)	**Training institution** (university college company, association training centre) **Établissement de formation** (université collège entreprise privée, association école)	**Level/Type of training** (See list above) **Niveau / type de formation** (Voir liste ci-dessus)	**Specific subject** **Domaine particulier**	**Field of study** (see list above) **Domaine d'études** (voir liste ci-dessus)	**Benefitting sector** (see list above) **Secteur bénéficiaire** (voir liste ci-dessus)	**Training period** **Période de formation** **Start / Début** D-J M Y A **Finish / Fin** D-J M Y A		**1992 Person-months** **Mois personnes en 1992**	**Total CIDA funds expended for training in 1992** **Total des fonds de l'ACDI affectés à la formation en 1992**

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