

# Introduction

The first edition of this Directory was published in 1978. While continued demand has indicated that it fulfils a need, a revision has become increasingly necessary. This is not only because of the number of changes in the institutions listed but also as a result of the development there has been in the field of management training as it has become more widely recognised that skilled management is one of the keys to effective public administration. The Directory is also a reflection of at least two facets of the Commonwealth Secretariat's work - firstly its concern for effective harnessing of the wide range of resources the member countries represent, and secondly the degree of coordination and cooperation between Commonwealth institutions which is possible.

In 1983 the Secretariat integrated a number of its technical assistance activities into the Human Resources Development Group (HRDG) (See Appendix 1). The Commonwealth Programme for Applied Studies in Government was renamed the Management Development Programme (MDP) and is an integral part of HRDG. The Directory has been compiled and edited by MDP and financial support for its production has been provided by the Commonwealth Fund for Technical Co-operation (CFTC).

The Directory provides summary descriptions of training, research, consultancy and information activities of national, regional and international organisations. The national organisations include public service training organisations, universities and colleges, professional associations and private institutions. In addition, the programmes of those regional and international organisations whose programmes are available to some or all Commonwealth countries are described.

The Directory is designed to serve several purposes. Primarily it is intended as a resource for senior government personnel concerned with management training for personnel in the public service and for staff in institutions providing this training. It aims to inform professional staff of the work of their colleagues in similar institutions in other Commonwealth countries, to identify institutions which have developed expertise in particular areas of public administration, to describe research and consultancy conducted throughout the Commonwealth, and to list publications in public administration and allied fields. It is hoped that a comprehensive document outlining existing activities will maximise the sharing of these resources to the mutual advantage of all concerned. Such sharing can encompass a wide range of activities such as the provision of a

curriculum design document to an institution contemplating a new programme, regular exchange of periodicals and other research or training literature, co-operation in developing case studies, and staff exchanges in consultancy and research programmes or secondment and sabbatical situations.

Many, but not all, of the courses and seminars which are described in this Directory are relevant for participants from other countries. However, it must be emphasised that, even where an institution has indicated a willingness in principle to accept students from other Commonwealth countries, the actual availability of places on a course is subject to many factors, so that the inclusion of a course in the Directory does not guarantee that students applying from other countries can be offered places on the course in which they express an interest. Fellowships or other stipends for longer courses may be available from Commonwealth members, many of the governments and from international agencies including the CFTC. A brief description of the programmes of the Commonwealth Secretariat and the CFTC is given in Appendix 1.

In spite of the fact that a considerable effort has been made to locate all Commonwealth institutions providing training in this field, a Directory such as this will always be incomplete and the co-operation of users is requested to assist MDP in locating other institutions whose programmes may usefully be included. Users will observe that, although the primary emphasis is on programmes directed towards management in the public sector, some programmes with a business management orientation have also been included. This is especially the case in countries with a large public enterprise sector. The emphasis throughout, however, is on public sector rather than private sector management training.

The Commonwealth Secretariat wishes to thank the organisations, government departments, and officers of national and international training institutions who have provided data for the Directory. While every care has been taken to ensure that the information in the Directory is accurate it is likely that errors will appear. Readers are invited to draw attention to any errors or omissions in the Directory and to offer suggestions on how its usefulness might be extended.

Like all similar publications, the Directory will require further revision and expansion and institutions will be invited to submit revised entries when any later edition is being compiled. However, the continuous cooperation of institutions is requested in order to update when needed the MDP inventory which contains a much larger body of

information and from which the summary descriptions in the Directory have been compiled. Institutions are therefore requested to send copies of their annual prospectus and other descriptive material on a regular basis to the address below in order that current information can be provided to inquirers (including governmental and technical assistance organisations).

Readers who require further information on the programmes of any institution are requested to write directly to the institution concerned. MDP serves, however, as a clearing house for more general inquiries. Such queries should be directed to:

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