

Section 2: Development Administration

Institution	CANBERRA COLLEGE OF ADVANCED EDUCATION The Registrar, Canberra College of Advanced Education, PO Box 1, Belconnen, ACT, Australia 2616 Telephone: (062) 52 2111, Cables: COLLADVED ACT
Degree/Diploma	Administration
Qualification	BA
Course duration	3 years
Closing date for applications	31 October
Course starts	March
Places available	No limit
Fees	Home students, nil; non-nationals, A \$1700 pa
Options and specialisations	Development Administration I, Development Administration II, Development Economics, Political Development.
Description	The School of Administrative Studies offers a broad undergraduate degree in Administration which allows students to focus their major perspective from the disciplines of Economics, Law, Politics or Sociology. For students wishing to specialise in Development Administration a number of relevant options are available, particularly those listed above. The first is concerned with presenting a picture of the processes of administration in developing countries. The role of the administrator and the available human and material inputs are examined, with emphasis on the environmental constraints on development and the role of the public service. The second option studies in depth the specific areas of the South Pacific and Southeast Asia. Topics include the dynamics of demography, the role of central government, provision of public services, decentralisation, community development, regional and urban

planning. Development Economics aims to develop in students an ability to apply economic analysis to the problems faced by Third World countries. Topics include population growth, theories of economic development, problems of industrialisation and under-utilisation of the workforce, agricultural development, the role of government and financial institutions, foreign aid, multinational corporations, development planning and the relationship between economic growth and income distribution. The final option seeks to provide an understanding of the political process and problems in the Third World. There is a critical examination of current theoretical perspectives on development, including theories of political instability, and general approaches such as structural functionalism, political modernisation and political institutionalisation.

Course Title Administration

Qualification Nil

Course duration 2 days to 10 weeks

Fees By negotiation

Description The Management and Policy Studies Group operate in the School of Administrative Studies and has an extensive short course programme of varying duration. Fees and content vary from time to time and interested individuals or organisations should write for information about standard programmes and specially designed courses. Aspects of development administration and development economics may be included in the range of topics available.

* * * * *

Institution INTERNATIONAL TRAINING INSTITUTE

 The Director, International Training Institute,
Middle Head, Mosman, New South Wales, Australia 2091
Telephone: 969 1888, Cables: PACIFICSCHOOL

Course titles Public Administration, Middle Management, Local and Provincial Government

Qualification Certificates

Course duration 12 weeks each

Description The Institute provides short, vocationally-oriented courses in aspects of management and social and educational administration under the auspices of Australia's training aid programme. Funded by the Australian Development Assistance Bureau, these courses are open only to candidates nominated officially by their government for an Australian Development Training Award. The 3 courses shown above all touch on different aspects of development administration. The first and second cover management theory and practice for middle level officers in government or semi-government agencies. The third gives instruction and practice in the application of management techniques to government administration at local level. It also deals with the relations between levels of government and local authorities. Other topics include local government law, finance and communication, and development administration and planning.

* * * * *

Institution UNIVERSITY OF TASMANIA

The Secretary, Faculty of Arts, University of Tasmania,
GPO Box 252C, Hobart, Tasmania, Australia 7001
Telephone: 202101, Cables: TASUNI Hobart, Telex: 58150 UNTAS

Degree/Diploma Administration

Qualification M Soc Sc(Admin)

Course duration 1 year

Closing date for applications 1 November

Course starts Mid-February

Places available No limit

Fees Home students, A \$2000; non-nationals, A \$2500

Options and specialisations Development Administration, Social Administration, Public Administration.

Description This course aims to provide graduates with a multidisciplinary preparation for positions involving the analysis and handling of public policy problems. It is offered within the Department of Political Science, which has a commitment to international relations, development studies and development administration particularly. The course is divided into 2 parts: the first part is devoted to a grounding in the key elements of policy-making, policy analysis, public sector planning, administrative theories and development, and government. This part is compulsory and accounts for one-third of the work. The second part consists of an elective unit chosen from the 3 above, plus a research project from within that unit lasting approximately 2 months. The Development Administration unit compares the national development programmes of various countries, including where possible those of the course participants. Topics include international economic relations, foreign aid, technology and resources, rural and regional development, and land reform. The second option discusses ways in which the modern public sector is called upon to provide an ever-increasing range of programmes and services for the community it serves. Topics include public sector planning, intergovernmental relations and public finance. The final option aims to discover what is meant by social policy and how governments can administer such a policy. Key concepts such as social insurance, redistribution, selectivity and universality will be explored.

Institution NATIONAL INSTITUTE OF PUBLIC ADMINISTRATION

Course Director, Advanced Course in Administration and Development,
National Institute of Public Administration, Dacca University Campus,
Dacca 2, Bangladesh
Telephone: 255061, Cables: NIPA DACCA

Course title Advanced Course on Administration and Development

Qualification Certificate

Course duration 15 weeks

Closing date for applications 2 weeks before start of course

Course starts Twice a year

Places available 25

Fees None

Options and specialisations Public Administration, Financial Administration, Management, Development Economics, Planning, Rural Development, Personnel and Office Administration, Management of Public Enterprise, Project Management.

Description This course is designed for mid-level administrators in government service, public bodies or private organisations. Its purpose is to provide in-service training in the use of new approaches, skills and techniques of modern management. Some entrants from other Commonwealth countries are welcome. The Institute also conducts other short courses, seminars, workshops and conferences of different durations. Examples of these are District Planning Course (1 week), Engineering Administration Course (3 weeks), Policy Development and Analysis Seminars (3 days), Management Course for Agricultural Officers (2 weeks), Orientation Course on Bangladesh for International Personnel (2 weeks), Special Administration Course for Women (15 days).

* * * * *

Institution **BANGLADESH ADMINISTRATIVE STAFF COLLEGE**

The Director, Bangladesh Administrative Staff College,
Dhanmondi R/A, Dacca, Bangladesh
Telephone: 311415/316129

Course title Public Administration and Management

Qualification Certificate

Course duration 12 weeks

Closing date for applications Not known

Course starts Varies

Places available 30

Fees Not known

Options and specialisations See below

Description The main objective of these regular 12 week courses are to generate higher capacity in the participants and make them adequately sensitive to the goals of achieving higher productivity and maximum possible social welfare. There are introductory lectures on the Bangladesh environment, land, economic factors, development administration, development economics, and science and administration. The main areas of study are Organisation Theory and Practice, Planning and Development, Financial Administration, Field Research, and Programme Administration in agriculture, education, health, industry. Integrated Rural Development and Local Government. Problems of Planning and Development, Population Control and Family Planning, and Self-Reliance. Some studies are undertaken in syndicates and field visits are made. Overseas candidates are welcome subject to fulfilment of required formalities.

* * * * *

Institution **BANGLADESH INSTITUTE OF DEVELOPMENT STUDIES**

**The Director, Bangladesh Institute of Development Studies,
Adamjee Court, Motiyheel Commercial Area, Dacca 2, Bangladesh
Telephone: 256187, Cables: BIDECON**

Course title **Project Analysis**

Qualification **Certificate**

Course duration **5 to 8 weeks**

Closing date for applications **Not known**

Course starts **Not known**

Places available **20-25**

Fees **Not known**

Options and specialisations **Agricultural Project Analysis, Transport Planning and Project Analysis,
Industrial Project Analysis.**

Description **The Institute is essentially a research establishment, but runs courses designed for middle-level officials involved in the administration and management of development projects. The courses deal with project formulation, appraisal, implementation and evaluation. Regular courses are run on agricultural, transport and industrial projects. Courses dealing with more specific areas are planned. Topics covered in the courses include the economic and financial analysis of projects, the effective management of projects and the role and importance of associated institutions in the success of the project. Techniques of, for instance, cost-benefit analysis are taught and the courses end with a field workshop.**

Institution **UNIVERSITY COLLEGE OF BOTSWANA,
UNIVERSITY OF BOTSWANA AND SWAZILAND**

**The Head, Department of Political and Administrative Studies,
University College of Botswana, University of Botswana and Swaziland,
Private Bag 0022, Gaborone, Botswana
Telephone: 51156, Cables: UNIVERSITY GABORONE, Telex: 2429BD**

Degree/Diploma **Public Administration**

Qualification **BA**

Course duration **4 years**

Closing date for applications **30 June**

Course starts **August**

Places available **35**

Fees **Home students, P 190 pa; non-nationals, P 490 pa (foreign quota), P 2040 pa
(economic fee)**

Options and specialisations **Planning and Management of Development Projects; Financial Administration,
Comparative Political Development, Local Government and Community Development.**

Description The course is designed to provide undergraduates with an understanding of the major aspects of public administration. This includes a strong component of development administration, with a specific orientation towards the analysis of development programmes. The course is similar to that which can be taken at the University College of Swaziland (see separate entry in this section). The descriptions under that heading give further information as to the type of programmes that can be followed both on Public Administration and other subject areas.

* * * * *

Institution INSTITUTE OF DEVELOPMENT MANAGEMENT

 The Director, Institute of Development Management,
 Private Bag 0022, Gaborone, Botswana
 Telephone: 3188, Cables: IDM GABORONE, Telex: 429 BD

Course Title Development Management

Qualification Certificate

Course duration 11 months

Closing date for applications Not known

Course starts Not known

Places available 15-35

Fees Not known

Options and specialisations General Management, Marketing Management, Project Planning, Policy Analysis, Communications.

Description A comprehensive programme designed to prepare mid-career personnel in government and industry for senior management responsibilities in development. This programme is divided into 3 8-week blocks of teaching and 2 12-weeks period in a work setting which is devoted in part to a project. There are compulsory courses in Politics in Social Institutions, Administration and Organisational Behaviour, Economic Development in Southern Africa, and Finance Management. 4 further courses are chosen from a range of options which includes the above. Applicants should normally have 5 years experience in development administration or management and occupy a position of responsibility.

Institution UNIVERSITY OF BIRMINGHAM

 The Director, Development Administration Group,
 Institute of Local Government, University of Birmingham;

Applications to Assistant Registrar, Faculty of Commerce and Social Science,
 University of Birmingham, PO Box 363, Birmingham B15 2TT, England
 Telephone: (021) 472 1301, Cables: INLOGOV Birmingham, England,
 Telex: SPAPHY G Birmingham 338938

Degree/Diploma Development Administration

Qualification Diploma

Course duration 9 months

Closing date for applications June

Course starts October

Places available 50

Fees £2750

Options and specialisations Local Government and Health Service Finance, Political Development in Black Africa, Graduate Development Economics (West Africa), Comparative Regional Finance.

Description The purpose of this course is to provide an opportunity for the academic study of the theory and practice of public administration and of subjects calculated to extend the technical and intellectual range of persons who are engaged in public administration abroad. It has been devised to meet the needs of overseas candidates and particularly those from developing countries. Applicants should normally have a good Honours degree or at least 5 years experience in public service. The course is divided into 4 sections, each of which has 2 main topics. The first section, Administrative Organisation for Development, covers organisation theory and institution building, and local administration or public enterprise. The second, Dynamics of Change in Developing Countries, deals with economic change and development, and sociological perspectives in development. The third section, The Management of Development, looks at the planning and management process, as well as financial management or personnel management. The final section, Strategies for Development, involves analysis of rural and urban development issues. Students whose previous study has sufficiently covered 1 of these 4 sections may be allowed to take 1 of the optional courses above as an alternative.

Degree/Diploma Development Administration

Qualification M Soc Sc

Course duration 1 year

Closing date for applications June

Course starts October

Places available No set number

Fees Home and EEC students, £1320; other non-nationals, £2000

Options and specialisations Social and Administrative Perspectives in Rural Development, Organisation and Policy Planning for Development, Comparative Local Government, Comparative Regional Finance.

Description This course has been designed for people engaged in public administration in developing countries. It covers administrative strategies for development, dynamics of change in developing countries, the management of development, and strategies for urban and rural development. Students can choose 3 courses from a range of which 5 are given above, and subject to their satisfactory completion, write a dissertation of approximately 10,000 words on a topic chosen in consultation with the student's supervisor.

Course Title **Planning and Management of Rural Development**

Qualification **Certificate**

Course duration **4 months**

Description This is an advanced practical course for overseas administrators. The course has a twin focus; it is designed for those who plan and manage comprehensive development programmes in rural areas and for rural administrators. It seeks to develop an understanding of related environmental and policy issues, the organisational factors, and the managerial process involved in formulating and implementing rural development plans. There are 5 main sections: Rural Strategies, Rural Policy Issues, Area Planning, Organisation and Resources, and Implementation and Control. The course includes lectures, case studies, study visits and the preparation of individual project reports. A 2 week attachment to a British local authority or the Ministry of Agriculture's extension service is arranged. A further 2 weeks is spent on a field project, visiting a rural sub-region with major social and economic planning problems. Details of fees and dates available from the Director. The Institute also offers an Individual Study Programme, designed to suit the needs of the individuals concerned, for a limited number of senior administrators wishing to specialise within the Institute's field of activity.

Course Title **Management of Urban Development**

Qualification **Certificate**

Course duration **4 months**

Description This is an advanced practical course for administrators from overseas. The main focus of the course is on the problems of management presented by cities and large towns in developing countries. The course emphasises the development of management capacity, the analysis of dominant urban policy issues, and includes study of corporate management and appropriate management technology. There are 6 main elements the course: Urban Development Problems and Policies (shelter, basic infrastructure and services, transportation and access, employment generation, community development), Management Process and Techniques (Planning, programme and project analysis, implementation, evaluation, strategy for change), Organisation (patterns of urban government organisation and internal organisation), Finance Resources, Human Resources, and The Regional and Metropolitan Dimensions. The course includes lectures, case studies, study visits and the preparation of individual project reports. A 2 week attachment to a British local authority is arranged and a further 2 weeks is spent on a field project visiting a large urban area with major social and economic planning problems. Details of fees and dates are available from the Director.

* * * * *

Institution **INTERNATIONAL CO-OPERATIVE TRAINING CENTRE**

**Director of Studies, International Co-operative Training Centre,
Co-operative College, Stanford Hall, Loughborough, Leicestershire, England
Telephone: (050982) 2333**

Degree/Diploma **Co-operative Studies**

Qualification **Diploma**

Course duration 9 months

Closing date for applications 1 August

Course starts September

Places available 30, preference given to overseas students

Fees Non-nationals, £4891 inc. food and accommodation

Options and specialisations Co-operative Accountancy and Financial Management, Co-operative Development and Management, Co-operative Education and Training.

Description Designed for people currently working with co-operatives in developing countries. The main subject areas include Comparative Study of Co-operative Organisations, Management, Accountancy, Financial Control, Development Policy and Communication Education. Additionally all candidates complete a special study of a topic related to their job and choose from a range of supplementary modules. The courses are taught in conjunction with Loughborough University of Technology.

Course Title Various short courses

Qualification Certificate of attendance

Course duration 3 months

Closing date for applications 2 weeks prior to course commencement

Places available Preference given to overseas students

Fees Non-nationals, £2446 inc. food and accommodation

Options and specialisations Management of Consumer Co-operatives, Workshop for Policy Makers

Description The 2 short courses above are offered by the Co-operative College during 1982. The former covers distributive management with particular reference to buying, store planning, merchandising, pricing, importing and stock control, as well as Management Theory and Practice, Personnel Management, Accounting and Financial Management. It is designed for managers of retail or wholesale co-operative societies. The second course is intended for personnel engaged in policy formulation for co-operatives in the Third World. Within a framework of minimal formal teaching participants work on case studies, analyse problems and explore possible solutions. Main areas covered include Management, Financial Management, Rural Development and Co-operative Development Policy.

* * * * *

Institution UNIVERSITY OF LEEDS

The Diploma Course Tutor, Nuffield Centre for Health Services Studies,
71-75 Clarendon Road, Leeds LS2 9PL, England
Telephone: (0532) 459034

Degree/Diploma Health Services Administration for Overseas Students

Qualification Postgraduate Diploma

Course duration 9 months

Closing date for applications 1 June

Course starts October

Places available 20, preference given to overseas students

Fees Non-nationals, £5150

Options and specialisations Comparative Health Care (including Health Planning), Health Economics, Medical Sociology.

Description Aims to provide training in the administration of health and related services in the developing world, including the analysis of health issues arising in participants' own environment; the need for, and problems in, formulating government health policy; the planning and organisation of appropriate health services, and the practical management of these services. Candidates will normally come from a developing country, with a degree or other professional qualification and should hold a senior position in government or a major health agency; applicants with relevant practical experience will also be considered. The central subjects which all participants take are Community Health Care, Social Policy and Management in Organisations. Students also choose 1 of the above options and write a dissertation of around 10,000 words.

The Admissions Secretary, Department of Management Studies, University of Leeds, Leeds LS2 9JT, England. Telephone: (0532)31751.

Degree/Diploma Management Studies with Special Reference to Developing Countries

Qualification MA

Course duration 12 months

Closing date for applications Mid-April

Course starts October

Places available 20, preference given to overseas students

Fees Non-nationals, £4000

Options and specialisations Decision Analysis, Organisational Behaviour, Production Systems, Financial Planning and Control, Marketing.

Description Particularly aimed at managers from public and private enterprises in the Third World who wish to move from specialist to more general management, and for senior government administrators, it is also relevant for management teaching staff who are seeking further development. In the first part of the course, participants study Planning and Business Policy, Management Economics, and 1 special subject chosen from the options above. In the second part, candidates complete a project in their own countries under the supervision of university staff, and submit a dissertation based on this project.

* * * * *

Institution UNIVERSITY OF LONDON

The Registrar, London School of Hygiene and Tropical Medicine,
Gower Street, London, WC1E 7HT, England
Telephone: (01) 636 8636, Cables: HYGOWER LONDON WC1

Degree/Diploma Human Nutrition Diploma/M Sc

Course duration 9/15 months

Closing date for applications February

Course starts October

Places available 20

Fees Home and EEC students, £1320; other non-nationals, £4600

Options and specialisations Physiology and Bio-chemistry of Nutrition, Statistics and Epidemiology, State of Nutrition and Pathology of Malnutrition, Food Consumption and Food Science, Practice of Nutrition.

Description These 2 courses aim to provide a comprehensive and integrated programme covering the clinical, dietary, bio-chemical, epidemiological, preventative and social aspects of nutrition. They are designed primarily for those who will have some responsibility for administration, teaching or research in overseas countries. The first part of the course consists of formal lectures in physiology, bio-chemistry, food science, epidemiology and statistics, economics, planning and administration. In the later part of the course, there is greater emphasis on applied nutrition and practical problems. The syllabus consists of the 4 areas listed above, with options available in social and economic factors in nutrition, nutritional metabolism, public health and clinical approaches to nutritional problems in developing countries. The coursework component for the Diploma and M Sc courses are similar, but students taking the latter also complete a research project lasting a minimum of 6 and a maximum of 12 months.

* * * * *

Institution UNIVERSITY OF MANCHESTER

The Secretary, Department of Administrative Studies, University of Manchester, Crawford House, Precinct Centre, Manchester M13 9QS, England
Telephone: (061) 273 6241, Cables: OVADMIN MANCHESTER

Degree/Diploma Advanced Studies in Development Administration

Qualification Postgraduate Diploma

Course duration 9 months

Closing date for applications 15 June

Course starts September

Places available 30, preference given to overseas students

Fees Non-nationals, £3880

Options and specialisations Administrative Theory and Planning for Administrative Change, Government and Politics for Development, Economic and Social Development Planning, Comparative Public Policy, Decentralisation and Rural Development, Manpower Studies, Issues and Methods in Economic Planning.

Description The major purpose of the course is to provide practising administrators from developing countries with an insight into the major developmental problems faced by Third World governments. The programme seeks to emphasise the role of the administration in development, and is problem-oriented as well as exploring theoretical issues. The first 3 courses listed are compulsory for all students, with 1 further course selected from the remainder. Candidates should normally possess a degree with appropriate post-graduate experience.

Degree/Diploma Public Administration Training Methodology

Qualification Postgraduate Diploma

Course duration 9 months

Closing date for applications 30 July

Course starts September

Places available 18, preference given to overseas students

Fees Non-nationals, £3880

Options and specialisations Principles and Practice of Adult Training, Planning and Design of Programmes and Materials, Training for Public Administration.

Description This programme is structured to facilitate a rigorous and extensive study of practical training methodology relevant to the training function in public services. It is intended for developing country staff who are involved in the planning, management and provision of training programmes in central and local government and also those with similar responsibilities in other public organisations. The core programme consists of the 3 courses listed, on which major essays are prepared. A range of field studies is provided which includes group and individual options.

Course title Various short courses

Qualification Certificate indicating successful completion

Course duration 6 weeks to 3 months

Closing date for applications 4 weeks prior to course commencement

Places available Preference given to overseas students

Fees Non-nationals, £970 for 6 week programmes, £1940 for 12 week programmes

Description The Department of Administrative Studies for Overseas Visiting Fellows offers a number of 6 to 12 week courses on various aspects of development administration intended for middle and senior government officials from developing countries. Many of these are repeated annually. Courses offered include Communication for Managers and Administrators (6 weeks), The Higher Education Administrators Programme (6 or 12 weeks) and 12 week programmes in Manpower Studies, Public Finance and Financial Management, Training for Trainers, Management for Senior Professional and Technical Officers, and Management of Agricultural and Rural Development

Institution ROYAL INSTITUTE OF PUBLIC ADMINISTRATION

The Administrative Officer, RIPA Overseas Services Unit,
Hamilton House, Mabledon Place, London, WC1H 9BD, England
Telephone: (01) 388 0211, Cables: Pubadmin London, Telex: 261937 RIPA
London G

Course title Various short courses

Qualification Certificate of attendance

Course duration 3 months

Closing date for applications 2 months prior to course commencement

Course starts Varies from year to year

Places available Not specified

Fees £1600

Options and specialisations Organisation Methods and Job Evaluation, Management Services, Personnel Management, Public Sector Administration, Financial Management in Government, Training Techniques, Management of Training, Management and Information and Control Systems, Project Management, Developing Middle Management Cadres.

Description Each year the Overseas Services Unit of RIPA holds approximately 10 3-month courses as listed above. Emphasis is given to work related studies, and high priority is placed on practicality and student involvement. This is achieved by the use of exercises, syndicate work, case studies and field assignments, during which delegates work in small teams on a real problem. RIPA is also prepared to offer these courses in Third World countries, if necessary adapted to meet specific needs.

* * * * *

Institution SELLY OAK COLLEGES

The Secretary, Development Studies Course, Department of Social Studies,
Selly Oak Colleges, Birmingham B29 6LQ, England
Telephone: (021) 472 4231

Course title Development Studies for Aid Administrators

Qualification Certificate of attendance

Course duration 11 weeks

Closing date for applications 4 months prior to course commencement

Course starts April and September each year

Places available Not specified

Fees £650

Options and specialisations Social Factors in Development, Politics and Development, The Economics of Growth, Trade and Aid, The Management of Voluntary Aid.

Description Designed for persons holding responsible positions in development agencies, including fieldworkers and headquarters staff. Most participants will be graduates or will hold professional qualifications, but those with experience and without such qualifications will be considered. The course attempts to help staff reflect on their past work and see it in broader context, to improve practical skills in making use of aid and to increase development workers' effectiveness within their organisations. The course incorporates lectures, discussions, case studies, individual and group tutorials, visits and group exercises within a multidisciplinary approach. The 5 main coursework areas are listed above. There is no formal examination, but student progress is monitored throughout the course.

* * * * *

Institution UNIVERSITY COLLEGE OF SWANSEA

The Admissions Secretary, Centre for Development Studies,
University College of Swansea, Swansea SA2 8PP, Wales
Telephone: (0792) 25678, Telex: 48358

Degree/Diploma Social Policy and Administration

Qualification Diploma

Course duration 9 months

Closing date for applications 31 January

Course starts September

Places available 20

Fees £3100

Options and specialisations Development Theory and Policy, Social Policy, Social Theory, Economics, Foundations of Quantitative Methods, Social Research Methods.

Description Intended for officers working in administrative management, supervisory and training posts, the course is based on 3 general principles: first, social policies must be designed in relation to the social development and change taking place within any particular society. Second, community participation in the creation and implementation of these policies is emphasised. Third, in addition to being an advanced preparation for officers, the course emphasises their potential as creative innovators. Teaching methods include lectures, seminars, workshops, discussion groups and individual tutorials. Emphasis is given to student participation and exchange of experience. All students attend the 6 courses listed above.

* * * * *

Institution UNIVERSITY OF WARWICK

Postgraduate Secretary, School of Law,
University of Warwick, Coventry CV4 7AL, England
Telephone: (0203) 24011, Telex: 31406

Degree/Diploma Law and Development

Qualification LL.M .

Course duration 12 months

Closing date for applications 15 June

Course starts October

Places available 8

Fees Home and EEC students, f1320; other non-nationals, f2500

Options and specialisations Theory and Practice of Law in Development, Urban Legal Problems, Urban Legal Practice.

Description Concentrates on urban legal administration in developing countries and aimed at persons interested in pursuing further studies and/or those already working in this area. The taught part of the programme consists of the 3 courses given above over a period of 6 months, the remainder being spent in preparing a dissertation on aspects of the legal system in the students' own country. Areas of specialisation within the broad field of law in development include urban law, public enterprise, rural transformation and international law. Additionally, a 6 month post-experience course is offered based on the coursework for the Masters programme. This aims to provide an understanding of the role of law and lawyers in the social, economic and physical development of urban centres in the Third World, and to develop legal skills to assist in the equitable planning and control of development in those centres. The course is designed for officials with some legal qualifications or doing work involving legal matters in urban local government, planning and housing agencies and public and private institutions in the Third World. A certificate is awarded for satisfactory completion.

Institution ST. FRANCIS XAVIER UNIVERSITY

The Registrar, Coady International Institute,
St Francis Xavier University, Antigonish, Nova Scotia, Canada B2G 1C0
Telephone: (902) 867 3967, Cables: Coadyinter

Degree/Diploma Program in Social Development

Qualification Diploma

Course duration 6 months

Closing date for applications 31 December

Course starts June

Places available 50-60

Fees CAN \$2070

Options and specialisations Development Studies Subjects: Program Planning and Project Management, Rural Modernisation, Evaluation Research Methods. Co-operative Studies Subject: Structure and Function, Management, Accounting Procedures. Options: Feasibility Analysis for Small Enterprises, Strategies of Planned Change, Social Welfare Planning.

Description The diploma program is designed to meet the training needs of persons engaged in projects of social and economic development directed at disadvantaged people. The program is premised on the assumption that the improvement of leadership and social organisation at local and regional levels is fundamental to equitable development. This requires a facilitating national development policy. Evaluative approaches to programs and projects are stressed. There are 3 core courses dealing with the Antigonish Movement (based on Adult Education), Principles and Methods of Adult Education and Development Economics. Candidates specialise in either co-operative studies or development studies and may choose options from a further group of subjects. Applicants should have some professional training and at least 5 years of relevant work experience. The large majority of candidates came from Third World countries and wherever possible, training activities are mounted in co-operation with an indigenous training organisation. The course is particularly suitable for organisers of socio-economic programs at national and regional level and for those who have a supervisory role in development schemes.

Course titles Planning Credit Union Growth, Implementing Social Policy, Self-Help Housing

Qualification Certificate of attendance

Course duration 5 weeks, 3 weeks, 2 weeks

Course starts Variable

Places available Not specified

Fees CAN \$750, CAN \$550, CAN \$300 respectively

Description These courses are aimed at professionals with experience in the relevant field. The Planning Credit Unions course focuses on planning skills for credit union growth. Participants are selected through the credit union or league at administrative level. The Social Policy course is designed to help senior administrators acquire analytical insights and planning skills related to policy formulation. It focuses on the productive and equitable allocation of resources and opportunities by public authorities in developing countries. The Self-Help Housing course aims to develop a source manual on approaches to low-income housing through housing programs.

Institution GHANA INSTITUTE OF MANAGEMENT AND PUBLIC ADMINISTRATION

The Director, Ghana Institute of Management and Public Administration,
Greenhill, PO Box 50, Achimota, Ghana
Telephone: 77625, Cables: GIMPA ACHIMOTA

Degree/Diploma Advanced Agricultural Administration

Qualification Diploma

Course duration 15 months

Closing date for applications Not known

Course starts September

Places available Not known

Options and specialisations See below

Description Designed for senior technical officers in the Ghanaan Ministry of Agriculture engaged in agricultural extension work, the course aims to enhance the quality of administrative and managerial operations in agriculture. The course is practical in nature covering a wide range of subjects involving general management skills, issues and techniques. The course also deals with problems more specifically related to the applied administration of agricultural development generally and the management of agricultural extension programmes in particular. A further objective is to develop provision of efficient and effective services to the small farmer in order to help increase food production. The programme involves field trips and a foreign observation tour.

Institution CENTRE FOR DEVELOPMENT STUDIES

The Director, Centre for Development Studies, St. Andrews and St. Columba's Church, 11 Hazarimal Somani Marg, Waudby Road, Bombay 400 001, India
Telephone: 263691, Cables: DEVSTUDIES

Course Title Various - see below

Qualification Certificate

Course duration 2 to 6 weeks

Closing date for applications Variable

Course starts Variable

Places available Not known

Fees None

Options and specialisations Organisational and Project Management; Project Planning Techniques; Finance, Accountancy and Legal Aspects; Marketing.

Description The Centre is a voluntary organisation which runs courses primarily designed for other voluntary organisations engaged in socio-economic development projects. These are short term orientation courses which focus on one of the areas given above. All courses are preceded by a discussion of development and the role of projects. The course on Man, Organisation and Project Management focuses on the importance of appropriate management, leadership and communication in running development projects. The course on planning techniques looks at organisational, financial and legal aspects of projects from the first stages of project identification through to monitoring and evaluation. Particular attention is paid to the preparation of bankable projects and bank procedures. The third course deals with financial and accounting procedures, techniques and regulations relevant to project management. The final course concerns marketing management - research, planning and product mix and sales strategies.

Institution KENYA INSTITUTE OF ADMINISTRATION

The Director, Kenya Institute of Public Administration,
PO Lower Kabete, Kenya
Telephone: (Nairobi) 582311, Cables: KIA, Kabet

Course title Various short courses

Qualification Certificate

Course duration 10 weeks

Closing date for applications 15 December, 15 April, 30 July

Course starts January, May, August

Places available Not specified

Fees Home students, K Shs 800; non-nationals, K Shs 2500

Options and specialisations Project Development Management, Management Development

Description The Institute runs a large number of short courses in various specialised branches of public administration and management. The courses are generally aimed at middle and higher-level government servants. One of the less specialised courses is on project development management. This provides training for senior government officials in the conceptual, social and administrative skills necessary for planning, implementing, monitoring and evaluation rural development projects. Particular attention is paid to the management of on-going projects. In addition, there is a twice-yearly seminar designed to expose participants to various issues related to development and management activities at the district level. The Institute also runs a 5-week long Management Development course designed to enhance administrative capabilities in the context of national development. Other courses deal with, for instance, finance and marketing and the administration of welfare programmes.

Institution NATIONAL UNIVERSITY OF LESOTHO

The Chairman, Department of Government and Administration,
National University of Lesotho, PO Roma 180, Maseru, Lesotho
Telephone: ROMA 201, Cables: UNITER, ROMA, LESOTHO, Telex: 303BB

Degree/Diploma Government and Administration

Qualification BA

Course duration 4 years

Closing date for applications Not known

Course starts Not known

Places available Not known

Fees Not known

Options and specialisations See below

Description The 4 year programme includes various courses related to development administration, notably Introduction to Public Administration, Personnel Administration, Administration of Development Planning, Administration of Rural Development, Comparative Public Administration, Financial Administration, and Public Enterprises. A study and research project is arranged in the long vacation between the third and fourth years focussing on some practical aspects of development administration, on the basis of which students prepare an 8,000-12,000 word report.

Institution UNIVERSITY OF MALAYA

Secretary, Unit Pusat Universiti, Federal House,
Ministry of Education, Kuala Lumpur, Malaysia
Telephone: 54361, Cables: UNIVERSEL

Degree/Diploma Public Administration

Qualification B Ec

Course duration 3 years

Closing date for applications April/May

Course starts June

Places available 56

Fees 510 M. Ringgit pa

Options and specialisations Structure and Political Process in Malaysia, Social Administration, Management Accounting, Public Finance, Industrial Relations, Economic Development, Labour Economics, Economic Development of Southeast Asia, Local Government and Urban Development, Public Enterprise and Development, Co-operatives.

Description This is an economics oriented degree course offered by the Faculty of Economics and Public Administration. In the first year of study, students take a common programme which provides an introduction to economics, statistics, business and accounting as well as language (English or Malay). In the second year students take courses on economic theory, quantitative analysis, the administrator and society, comparative politics, administrative decision making and personnel administration as well as a course chosen from some of the courses given above. 4 further courses from the option list are taken in the third year as well as compulsory courses on economic theory, comparative political strategies and national development, administrative management, financial administration and management techniques.

Registrar, University of Malaya, Pantai Valley, Kuala Lumpur, Malaysia
Telephone: 54361, Cables: UNIVERSEL

Degree/Diploma Public Administration

Qualification Diploma

Course duration 12 months

Closing date for applications March

Course starts June

Places available 30

Fees 700 M. Ringgit

Options and specialisations Economic Development of Southeast Asia, Land Law and Land Administration, Local Government and Urban Development, International Politics, Public Enterprise and Development, Data Processing and Information Systems.

Description The Division of Public Administration within the Faculty of Economics and Administration offers this course primarily for public service employees. It is designed as a post-graduate course although in special circumstances students may be admitted who have no university degree but who have held responsible positions entailing decision-making or policy-making for not less than 5 years. Core courses are in Personnel Management and Development, Public Law, Development Planning and Implementation, Administrative and Financial Management and Politics of Social and Economic Development. Students present a project paper and also select 2 additional courses from the options given above.

Degree/Diploma Public Administration

Qualification MPA

Course duration 2 years

Closing date for applications March

Course starts June

Places available 36

Fees 700 M. Ringgit (first year); 400 M. Ringgit (second year)

Options and specialisations See below

Description This programme in the Faculty of Economics and Administration involves both course work and dissertation. Coursework comprises 6 courses by examination, namely Policy Formulation and Programme Administration, Project Analysis and Evaluation, Management Theory and Practice, Comparative Government and Politics, Financial Administration in Developing Countries and Development Planning and Administration. In addition there are seminars on Development Administration and on Research Methodology. These courses are taken in the first year, leaving the second year free for the dissertation. Part-time students would take the courses over 2 years. It is possible for students to enrol for degree by dissertation only and take no coursework.

* * * * *

Institution NATIONAL INSTITUTE OF PUBLIC ADMINISTRATION

Public Relations Officer, INTAN, Jalan Ilmu, Petaling Jaya,
Selangor, Malaysia
Telephone: 53381 and 775336, Cables: INTAN PETALINGJAYA

Course title Various - see below

Qualification Certificate

Course duration 2 to 13 weeks

Closing date for applications Varies

Course starts Throughout the year

Places available Varies

Fees Not known

Options and specialisations See below

Description The Centre for Development Policy and Administration conducts programmes in land and agricultural development, local government and urban development, development policy, and social development. Typical programmes have included Community Development (2 weeks), Project Planning and Management (4 weeks), Industrial Development (12 weeks), and Development Policy and Analysis (3 weeks). There is also a programme of land and agricultural development courses, including Law Development Administration (4 weeks), Agricultural Management (4 weeks), and Agro-based Industrial Development (13 weeks).

Institution ADMINISTRATIVE COLLEGE OF PAPUA NEW GUINEA

The Director, Administrative College of Papua New Guinea,
PO Box 1216, Boroko, Papua New Guinea
Telephone: 256133, Cables: ADCOL

Degree/Diploma Public Administration

Qualification Diploma

Course duration 18 months

Closing date for applications Not known

Course starts Not known

Places available Not known

Fees Not known

Options and specialisations Public Administration, Social Development, Public Finance and Accounting, Extension Training and Community Development, Local Government Administration.

Description The college is divided into 3 branches: Development Studies, Management Studies and Professional Studies. The Development Studies branch deals with courses concerned with public and development administration. The courses are training courses aimed at meeting the operational requirements of public servants in administration. The course in public administration concentrates on an examination of public policy and governmental operations with particular reference to the economic basis of development, practical procedures for the analysis of social and economic problems, the process of social and economic change, and the art of government and

administration. Applicants should have at least 2 years of relevant work experience. Besides the Public Administration course, there are a number of other training programmes and short courses, some of which are given above.

Institution	UNIVERSITY COLLEGE OF SWAZILAND, UNIVERSITY OF BOTSWANA AND SWAZILAND
	The Registrar, University College of Swaziland, University of Botswana and Swaziland, Private Bag, Kwaluseni, Swaziland Telephone: Manzini 5211, Cables: University Kwaluseni, Telex: 208 7 WD
Degree/Diploma	Political and Administrative Studies
Qualification	BA
Course duration	4 years
Closing date for applications	1 April
Course starts	August
Places available	Not specified
Fees	Home students, E 181 pa; non-nationals, E 481 pa
Options and specialisations	Introduction to Political Science, Modern Political Theory, Contemporary African Politics, Introduction to Administration, Politics and Society, Contemporary Political Analysis, Social Change in Southern Africa, International Relations, Administration of Public Enterprises, Administration of Rural Development.
Description	In the Faculty of Social Sciences it is possible to take both Single and Double Major degree programmes. Political and Administrative Studies may each be part of a Double Major, or together form a Single Major. There is a common first year programme for all social science students which focuses on communication skills, mathematics and basic principles in major areas of social science. Students majoring in Political and Administrative Studies will take most of the options given above. The first year course provides an introduction to political science focussing on basic concepts related to, on the one hand, capitalism, imperialism and colonialism, and on the other hand to western liberal theories with special reference to Third World countries. Second year courses cover an introduction to theories relevant to a study of Third World Politics, development and contemporary African Politics, and an introduction to public administration concepts and theories. Third year courses examine politics and society in Botswana, Lesotho and Swaziland and study the nature of comparative political analysis and comparative administration. The final year's courses look at change in Southern Africa, at International Relations, and the Administration and role of public enterprise and rural development.

Institution	INSTITUTE OF DEVELOPMENT MANAGEMENT The Principal, Institute of Development Management, P.O Box 1, Mzumbe, Tanzania Telephone: Morogoro 2401, Cables: TRAINING MZUMBE
Degree/Diploma	Public Administration
Qualification	Diploma
Course duration	3 years
Closing date for applications	Not known
Course starts	July
Number of places	Not known
Fees	Not known
Options and specialisations	Development Administration, Public Administration, Personnel Management in the Public Service.
Description	Aimed to prepare candidates for government posts, particularly in the headquarters of Ministries or Departments and in regional or district development posts. The course is sharply focussed on practical work and involves substantial periods of supervised field attachments on a 'sandwich' basis.
Institution	UNIVERSITY OF DAR ES SALAAM The Dean, Faculty of Arts and Social Sciences, University of Dar es Salaam, PO Box 3509, Dar es Salaam, Tanzania
Degree/Diploma	Political Science
Qualification	MA
Course duration	11 months
Closing date for applications	31 October
Course starts	July
Places available	Not specified
Fees	T Shs 9000
Options and specialisations	Development Management, International Relations, Comparative Politics and Administration.
Description	The Faculty of Arts and Social Studies offers Masters programmes designed to have particular relevance for in-service government and parastatal personnel, as well as for the University's own staff development. An interdisciplinary approach is encouraged and an attempt is made to generate teaching and research materials with direct reference to contemporary policy issues. The intention of the Political Science programme is to analyse development problems in a theoretical perspective relevant to socialist construction in Tanzania. Students specialise in 1 of the 3 areas listed above. Core courses are provided on Research Methods in Social Science and on Socialist Theories of Development. The latter provides a detailed study of Marxist-Leninism and of different models of growth and development in the context of the Tanzanian experience and those of other socialist countries. The Development

Management course analyses public management in Tanzania in a comparative perspective and is particularly suitable for students with work experience in public institutions. Options are available from courses covering Public Policy and Development, Comparative Management Theories, Rural Development Management, and African Politics and the Development Process.