

*icipe* Tropical Insect Science for Development

# Programmes for Non-Degree Training

Policies, Types, Terms and Conditions  
Revised 1998

The International Centre of  
Insect Physiology and Ecology  
PO Box 30772, Nairobi, Kenya



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in planning the study programme, ensures that the student is aware of course requirements, provides counsel on all aspects of the training and stays informed about the student's activities.

### **1.4.3 General responsibilities of departments in non-degree training**

Scientific departments and mega-projects provide scientific course coordinators for courses falling under their disciplines, and provide facilities for execution of the course. For students on attachment, the head of department (HOD) nominates supervisors to work with individual students. For practitioner courses which cut across several disciplines or departments, the Mega-Project Leader (PL) will appoint the course coordinator. It is a policy that research project proposals developed by departments include fellowships for practitioner courses. The HOD oversees the supervision of all trainees enrolled in the department, attends to any grievances and serves as main liaison with the Capacity Building Department (CBD).

The CBD is responsible for the general administration of all training programmes and courses; provides the administrative course coordinator responsible for coordinating the preparation of individual training course programmes; prepares training budgets; oversees training logistics and enforces policies; administers training fellowships and provides administrative liaison with science departments and sponsoring institutions.

A Course Coordination Committee (CCC), composed of the scientific coordinator, administrative coordinator, key resource persons and logistical support staff, is constituted for each course. The CCC works out all the logistics of course implementation. The scientific coordinator is nominated by the PL and is responsible for designing the technical content of the course and for suggesting resource persons for discussion by the CCC. The scientific coordinator implements the technical course programme with administrative support from CBD.

## **1.5 Trainee supervision**

### **1.5.1 Assignment of supervisor**

Each trainee on attachment must have a principal supervisor (PS) who could be any senior member of the department conversant with the work interest of the trainee. A co-supervisor, such as a technician or research assistant, may be delegated the responsibility of working directly with the trainee. For trainees on attachment, the sponsoring institution provides an examining supervisor whose responsibility is to examine the trainee in collaboration with the principal supervisor from ICIPE. The principal supervisor is assigned by the HOD.

Supervision of trainees on a group training course is the responsibility of the scientific course coordinator.

### **1.5.2 Specific responsibilities of supervisors and co-supervisors**

The principal supervisor develops the trainee's work programme, a copy of which should be submitted to the Head of Capacity Building and Director Administration within the first 10 days of the training attachment. The PS is responsible for day-to-day intellectual guidance of the student and must be in regular close contact with the trainee. The PS is also responsible for completing a performance report on the student or liaising with the evaluating supervisor from the seconding institution.

Co-supervisors should be involved in the development of the student's training programme, avail themselves for consultation by the student and should maintain close, frequent communication with the student and the principal supervisor.

## **2. GROUP TRAINING PROGRAMME FOR IPVM TECHNOLOGISTS AND PRACTITIONERS**

### **2.1 Programme objectives**

#### **2.1.1 General objective**

The main objective of this programme is to appraise national policy-making personnel on integrated pest and vector management (IPVM) methodologies and arthropod diversity issues to facilitate decision-making for development planning; to enable national research and training personnel to up-grade their knowledge of IPVM research and practice so that technology transfer and internalisation should gain from the multiplier effect of training of trainers.

#### **2.1.2 Specific objectives**

Specific aims are to:

- Disseminate IPVM technologies to target beneficiaries by enlightening extension personnel and end-users;
- Appraise national policy-making personnel on IPVM methodologies and arthropod diversity issues to facilitate decision-making for development planning;
- Enable national research and training personnel to up-grade their knowledge of IPVM research and practice so that technology transfer and internalisation should gain from the multiplier effect of training of trainers;
- Demonstrate to national extension staff and farmers improved methodologies for managing biodiversity, a productive environment, commercial insect production and utilisation of insect products.



### **2.1.3 Strategies for implementation**

Practitioner training is undertaken through national, sub-regional and international group training courses lasting 3–6 weeks and concentrating on IPVM technology application and demonstration, research methodology, commercial use of insects and the role of pest management in biodiversity.

Courses are held either at ICIPE or in any country in Africa in collaboration with a locally-based national or international institution.

Most courses are financed through ICIPE's research and training grants; as a rule, all of ICIPE's research grants will incorporate practitioner training for dissemination of research findings.

Tailored courses are financed by countries, donors or collaborating institutions requesting such specified groups of beneficiaries.

At least three practitioner courses are planned each year, with each course accommodating up to 25 participants and with instructors selected internationally.

### **2.1.4 Special considerations**

Courses are mainly application-oriented, with heavy laboratory and practical field components as well as hands-on demonstrations.

Nomination of course participants is undertaken by national authorities as part of their role in this collaboration, but final selection is made by ICIPE on a competitive basis and with special consideration for disadvantaged groups.



## **2.2 Types of training courses**

### **2.2.1 Graduate-level basic courses in insect science**

Intensive graduate courses are intended for students in graduate training programmes in applied tropical entomology, and for post-doctoral fellows and young scientists who wish to have in-depth and high-level understanding in key areas of insect science. Each course includes lectures, student seminars and laboratory or field exercises. Courses are offered in six major disciplines, with at least two courses offered each year, such that all six courses are covered in 3 years. These include insect functional morphology, insect taxonomy, insect physiology and biochemistry, biostatistics and computer science, insect ecology, and biological control of arthropod pests. Details can be found in individual course brochures.

### **2.2.2 Practitioner training courses**

Field scientists, extension workers and government policy makers are offered short courses in four major areas.

- **Group Training Courses on the Management of Crop Pests**

Training and management courses aim at preparing practitioners by up-grading their knowledge of integrated pest management (IPM), especially in the tropics. The courses examine components of IPM and emphasise ecologically-sound and economically-feasible approaches that sustain biodiversity.

- **Group Training Courses on the Management of Arthropod Disease Vectors**

These courses emphasise recent advances in the management of arthropod vectors of human and livestock diseases which are of major economic importance to

tropical countries, particularly in Africa. These include tsetse, livestock ticks, mosquitoes and sand flies. Courses are designed to cover individual vector groups or to combine several vectors in an integrated approach, with considerations for land use systems and wildlife.

- **Group Training Courses on Arthropod Diversity, Conservation and Utilisation**

These courses discuss the role of arthropods in sustaining the environment, their use as indicators of environmental health and economic values derivable from arthropods through cottage industries.

- **Specialised Courses on Research Methodologies and Techniques**

These are short two-week courses aimed at improving the skills of young scientists actively engaged in research or teaching. They complement the more applied courses on pest and vector management and include substantial practical sessions for learning or testing new methodologies. Examples of topics in this series are insect growth, development and behaviour; plant resistance to insect pests; crop loss assessment techniques; techniques in insect mass rearing for development of IPM strategies; data collection and interpretation for pest management.

### **2.3 Annual training programme**

The training season for short courses runs from mid-January to mid-December of each calendar year. An annual training calendar indicates the titles and tentative dates of planned courses for the coming season; it is prepared and released before November of each year.

A brochure announcing the offer of each course is prepared and released at least three months before the beginning of the course. The

brochure describes the theme and importance of the course as well as course objectives, content, methods, presenters, expected participants, fees and/or sponsorship, venue and how to apply for admission.

## **2.4 Admission procedure**

The annual training calendar and brochures are widely circulated to institutions in the national programmes (universities, research institutes and government ministries) of tropical countries as well as regional and international research institutions targeted for the courses. Applications or nominations are made on specified application forms (NDF-1) which have been circulated with the brochures, depending on the sponsorship of the course. Selection for admission is made by the course organising committee on behalf of the training committee. All participants and resource persons will register (NDF-2) during the official opening of each course.

## **2.5 Trainee benefits, privileges and obligations**

### **2.5.1 Maintenance allowance**

The sponsor will provide maintenance allowance for the trainees during the training period as part of course fees.

### **2.5.2 Tuition fees**

Tuition fee is part of the course fees payable by the sponsor, to meet the cost of lectures and practical training, logistical facilities for field work and other essential movements during training.

### **2.5.3 Travel**

The sponsoring institution will meet the round trip transport cost for an appropriate means of travel (rail, air or road) for the trainee.

#### **2.5.4 Medical care**

The sponsor will meet the cost of providing group medical benefits for the trainee during the training period. A request for medical treatment must be approved by CBD on Form NDF-3.

#### **2.5.5 Duration of training**

The training period will be in accordance with course requirements as specified in the course announcement. Once accepted into a course, the trainee is under obligation to attend the course to its conclusion except for unavoidable circumstances.

### **2.6 Benefits, privileges and obligations of resource persons**

#### **2.6.1 International travel**

Resource persons will be entitled to reimbursement of transport expense by air (for international resource persons) and all associated costs. The costs of hotel accommodation and meal will be paid at ICIPE rates applicable to the course venue.

#### **2.6.2 Honorarium**

Resource persons who are not ICIPE staff will be paid a token honorarium based on hours of instruction. The rate of payment will be set in accordance with available funds and agreed upon at the time of offer of teaching assignment. ICIPE staff will be treated in accordance with personnel policy currently in force.

#### **2.6.3 Submission of training notes and lecture outlines**

All resource persons should submit well-written notes, handouts and instruction schemes intended for use in the course at least two weeks before the course begins. The notes and handouts are compiled by the CBD and supplied to the trainees along with their training packages.

## **2.7 Course evaluation**

Participants will evaluate the adequacy of subject coverage and quality of presentation at the end of each course by completing a standard evaluation form (NDF-4).

### **3. INDIVIDUAL IN-SERVICE TRAINING SCHEME FOR PRACTITIONERS**

#### **3.1 Programme objectives**

The general objective is to provide training in arthropod science and its application to personnel from national programmes through individually tailored schedules that combine attachment to research projects with short formal practitioner courses.

#### **3.2 Conditions and procedure for admission**

3.2.1 The programme admits experienced technologists and field officers from government departments or NGOs who desire to up-grade their knowledge of current practices in the management of specific insects or insect groups for purposes of pest control or commercial production.

3.2.2 Candidates must have sponsors to meet their training costs. Most candidates are sponsored by UN agencies, international NGOs or their governments.

3.2.3 The candidate or the sponsor submits a request specifying the type of training required and making enquiries as to cost and training curriculum, attaching all necessary information on the candidate's previous training and experience. ICIPE develops and proposes an appropriate curriculum, training programme and budget that cover all aspects of the training attachment.

#### **3.3 Duration of attachment**

The duration of attachment ranges from a few weeks to one year but will vary with the nature of training requested and the available personal support.

### **3.4 Training costs**

Total cost depends on the duration of the training programme. Cost components include personal costs and training fees.

#### **3.4.1 Personal costs**

Cost of travel to ICIPE's training station (if needed) will depend on the trainee's home base.

Living expenses include room and board and out-of-pocket allowance. Full board accommodation at ICIPE's Duduville International Guest Centre costs about US\$50 per day (this may change with time). The rate for out-of-pocket allowance is US\$5–10 per day depending on the sponsor's terms. Long-term trainees should be paid a monthly stipend (US\$700–900 recommended) to cover accommodation of their choice.

Health and life insurance coverage: Trainees arrange with sponsors to purchase health insurance from brokers or make claims on actual cost of treatment; sponsor or employer is responsible for life insurance.

#### **3.4.2 Training fees**

Tuition fee: ICIPE will charge tuition fees at US\$220 per week of attachment; this is substituted as appropriate with the actual cost of scheduled group training courses which the trainee may opt to attend while on attachment at ICIPE.

Local travel costs: These are inclusive of airport transfer. Local travel costs are calculated from the training schedule and vary with the nature of training. A course budget will be prepared for approval by the sponsor.

Institutional charges: The standard institutional charge of 25% of total project cost is levied on each training attachment.



### **3.5 Funding**

The trainee's sponsor is responsible for meeting all training costs. Prospective trainees may seek assistance from donor agencies through bilateral or multilateral arrangements, employers or ICIPE's research or capacity-building projects, especially if the employing organisation has a training agreement with ICIPE.

Applications must be received by the Capacity Building Department (CBD) at least one month before the starting date of attachment.

#### **4.4.2 Supply of transcripts**

All nominations must supply nominees' transcripts from the latest professional examinations to facilitate competitive selection of students for attachment.

#### **4.4.3 Minimum duration of attachment**

The minimum period of attachment is 3 months. Attachment for a period less than 3 months is considered of no training value and will not be accepted. Repeated attachment over the full duration of the trainee's course is preferred.

#### **4.4.4 Letter of training attachment**

Trainees whose attachment is approved must have a letter of attachment from ICIPE's training unit on the day of reporting. The letter must spell out all the terms of the training attachment, and a copy must be signed by the student and returned to ICIPE.

### **4.5 Trainee benefits and obligations**

#### **4.5.1 Payment of fees**

ICIPE provides industrial attachment to students free of charge and no fees are required.

#### **4.5.2 Training assignments**

The trainee is provided with training assignments together with facilities and materials necessary for the work. A supervisor is nominated to develop the training programme within 10 days of attachment, coach the trainee, give intellectual guidance and

assist in evaluating performance. Facilities are provided for the preparation of the post-training report.

#### **4.5.3 Provision of personal support**

All trainees must undertake to provide their own resources for personal maintenance, commutation, health and life insurance and protective clothing or uniform.

#### **4.5.4 General human resources policies**

All trainees must observe ICIPE's staff and trainee regulations and rules.

#### **4.5.5 Performance evaluation**

The supervisor will provide an evaluation of the trainee's performance by completing Form NDF-5.

*For further information please contact:*

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