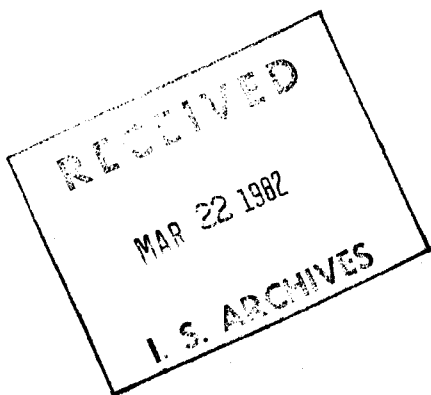


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Report to the Members of the AIBA Consultative Group on the
Regional Micrographic Training Course held in Los Banos,
Philippines January 11 - 22, 1982.



by Ronald Archer, Program Officer
Information Sciences Division
International Development Research Centre

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Report to the Members of the AIBA Consultative Group on the
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This two-week course on micrographics was organized by IDRC and SEARCA/AIBA as a direct result of the requested need by the members of the AIBA Consultative Group at their Third Committee Meeting held at Los Banos in November 1980 and the need expressed to me during my survey tour of the National AGRIS Centres during January 1981. The aim of the course was to provide the middle-management level of staff in the National Centres with the basic theory of micrographics and, at the same time, provide them with practical experience operating various types of micrographic equipment.

The course was attended by twenty-three participants and observers from seven Asian countries. Because the group was of manageable size, observers were provided with the same intensive training as the official participants and this resulted in a much more homogeneous group, with the Filipino observers providing local assistance and advice. The complete list of participants is attached to this report as *Appendix I* and, for ease of reference, I will refer to the total group as "participants". The group of participants was split almost equally between those who had little or no prior exposure to micrographics and those who were currently working in some aspect of micrographics in their own institution. As it happened, this same split separated the middle-management level participants from the technical or equipment-operators and participants. Initially, I felt this dichotomy might become more pronounced as we proceeded through the course syllabus but, in fact, the opposite occurred with the two groups melding more together and enhancing each other's lack of knowledge.

A copy of the course syllabus is attached as *Appendix II* to this report and, as you will see from it, the emphasis during the first week was on the theory of micrographics (fundamentals, micrographic systems, analysis and design of systems, microform formats and indexing methods) and the emphasis during the second week was on practical exposure to,

and actual operating of micrographic equipment. The consultant engaged by IDRC to conduct this course was Mr. Jack Currie, President of Canadian Microform Systems Ltd., an Ottawa consulting firm specializing in micrographics and records management and he used as his base the program which he developed for teaching Micrographic Technicians in Canada. The syllabus has headings such as "Instructor Training", "Assessment of Technicians", "Assessment Procedures" and "Assessment Tests" and the object of this part of the syllabus was to provide the participants with the tools, the knowledge and the confidence to be able to return to their own institutions and conduct a micrographic technician course for their own employees. Only time will tell whether this objective has been met or not.

As usual with this type of course, the first day was the most difficult for everybody. The participants had to become used to the manner and language of the instructor and the instructor had to gauge the speed and level of instruction. By the second day, everyone had become comfortable with each other and the very necessary rapport between instructor and participants began to emerge with the result that, although formal instruction ceased between four and four-thirty in the afternoon, discussions went on well into the evening and night. This was, of course, encouraged and was greatly assisted by the fact that most participants took their meals and were housed in the same area as the instructors. There is no doubt that these "après-course" discussions provided as much training as the formal syllabus.

To maximize the practical side of the course, we split the participants into three groups and each group spent a day at the following locations:

- 1) the AIBA Micrographic Laboratory - working with the equipment which AIBA now has for producing a 98-frame jacket microfiche;
- 2) Ateneo de Manila University (Ateneo) and the Philippine Ministry of Natural Resources to see the indexing and storage arrangements at Ateneo and to work on the 3M dry silver step-and-repeat camera at the Ministry of Natural Resources;
- 3) the Micrographic Centre at the Technical Resource Centre (TRC) to work on a variety of planetary and rotary cameras plus processing and jacket loading equipment.

Thanks must be given here to Mr. Jerome Arcangel and the staff of TRC who selflessly provided their time and energies to assisting the participants to gain working experience on a wide variety of micrographic equipment. It must be remembered that TRC is a service bureau in the Philippines and, for the three days we invaded TRC, they were unable to do any of their normal operation. Without their able and cheerful assistance, we would not have been able to accomplish as much on the course as we did.

Every participant was provided with a number of handouts. Some of these were commercial publications which will act as ready reference material for their future work in micrographics and some pertained to course instruction which may be used by participants to conduct their own courses in the future. One of these items is *Micrographic Instruction: Training and Reference Manual*, which is laid out in individual courses and provides explicit guidelines for conducting a course. In addition, each participant carried back with him/her sample films and microfiche which he/she made during the practical sessions on various equipment. Annexed to this report is a microfiche copy of the handouts which were provided to each participant in hard copy.

I believe the course was a success with the participants having a much wider and intensive knowledge of micrographics than they had before. Apart from the ability to pass this information on to others, they also have the ability to design micrographics systems for other applications within their own institutions and they have the confidence and background to be able to discuss realistic needs with local suppliers. In addition, they have an association (albeit unofficial and informal) of other people in the region with whom they can correspond for information and assistance if the need arises. This by-product of the course, I believe, is extremely important because prior to their contact with others in this field, they felt they were very much working in a vacuum and each problem they encountered had to be solved using local assistance which, often, was not there.

At the conclusion of the course, I handed out a four-page evaluation sheet and requested the participants to complete these (anonymously) and return them so we might gauge the effectiveness of the course. I have tabulated the replies and entered them on one copy for your information. This is attached to the report as *Appendix III*. From the replies, it would appear that the participants also felt the course was worthwhile and beneficial. Perhaps the most surprising result of the evaluation was that eleven of the participants indicated the session on Quality Control and Inspection as the most valuable to them. Surprising because, from my experience, micrographic quality control is practically non-existent in Southeast Asia, either at the Institution or the service bureau levels. No doubt, you will soon be receiving requests for densitometers and microscopes to practice quality control in your own micrographic laboratories!

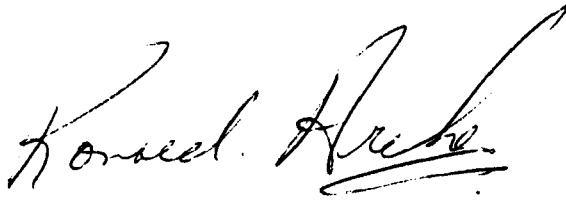
Apart from my thanks for the assistance provided by the TRC staff, acknowledgement must also be given for the success of the course to the following people or institutions:

- 1) to SEARCA for providing the physical arrangements of accomodation and training rooms;
- 2) to the staff of AIBA - who always managed a smile despite the constant demands made upon them for administrative and transportation support. (A special thanks also for the hospitality arrangements during the course and for the middle weekend.);

- 3) to Mr. Jack Currie - who put in extra hours to discuss specific problems with participants and who went out of his way to ensure his message was being understood;
- 4) to you, the members of the AIBA Consultative Group - who requested and supported this course and allowed your staff to take two weeks out of their schedule to participate in the course; and
- 5) to the participants - who threw themselves wholeheartedly into the course and truly "participated" to gain as much as they possibly could from the demanding syllabus.

Finally, perhaps the best expression of the comradeship which developed during the two weeks was that expressed by Mr. Jack Currie in his closing remarks to the participants, when he said that he also had enjoyed the course and felt that he too had participated in a learning experience. In addition, he invited the participants to write to him in future if they felt he could be of further assistance. I know this was not an idle invitation, but a sincere one.

Thank you.

A handwritten signature in cursive script, appearing to read "Ronald H. H. H.", with a horizontal line underlining the name.

RA:zs
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APPENDIX I

Regional Micrographics Training Course

January 11-22, 1982

SEARCA/IDRC/AIBA

PARTICIPANTS:

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Mr. Frank Puzon
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Mr. Jose B. Suiza
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Ms. Ma. Luisa C. Moral
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Mr. Hilario A. Saracho
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Ms. Teresita P. Suzara
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Mr. Jerry Arcangel
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Information Specialist

Miss Verona R. Aterrado
Information Specialist

Mr. Teodoro O. Honrado, Jr.
Systems Manager

Mr. Cesar R. Lim
Systems Analyst/Programmer

APPENDIX II

APPENDIX II

Course Syllabus

MONDAY JANUARY 11 : TUESDAY JANUARY 12 : WEDNESDAY JANUARY 13 : THURSDAY JANUARY 14 : FRIDAY JANUARY 15 :

Opening Ceremonies

Course Administration : Fundamentals of Micro-graphics (cont.) : Micrographic Systems : Microform Formats and Indexing Methods : Individual Training
 - planetary camera
 - jacket loader
 - processor

Fundamentals of Micrographics : Instructor Training : Analysis and Design : Assessment of Technicians :
 : : : Assessment Procedures :

MONDAY JANUARY 18 : TUESDAY JANUARY 19 : WEDNESDAY JANUARY 20 : THURSDAY JANUARY 21 : FRIDAY JANUARY 22 :

Inspection and Quality Control : Individual Training : Individual Training : Practice : Assessment Tests
 : : : Assessment Tests and Student Lessons :
 : : : Review

APPENDIX III

APPENDIX III

REGIONAL MICROGRAPHICS TRAINING COURSE
JANUARY 11-22, 1982
SEARCA/IDRC/AIBA

COURSE EVALUATION

A) COURSE CONTENT EVALUATION

1) How do you rate the level of material covered in the course?

Too advanced	[]	Replies:	(3)
Satisfactory	[]		(18)
Too simple	[]		(0)

2) In your opinion how well did the complete sequence of lectures cover the subject?

Comprehensive coverage	[]	Replies:	(10)
Satisfactory coverage	[]		(11)
Inadequate coverage	[]		(0)

3) Balance between lectures/discussions/practicals.

Very good	[]	Replies:	(14)
Satisfactory	[]		(6)
Unsatisfactory	[]		(1)

4) Select the statement which best indicates the novelty of the material presented in this course.

Most of the material was new to me	[]	Replies:	(10)
About half was new to me	[]		(7)
Less than half was new to me	[]		(3)
None of the material was new to me	[]		(1)

5) How was the interaction between teachers and students?

Very good	[]	Replies:	(15)
Satisfactory	[]		(6)
Unsatisfactory	[]		(0)

6) Please evaluate the time allocated for the following phases of instruction:

- a) Lectures : More time required [] *Replies:* (3)
About right [] (17)
Less time needed [] (1)
- b) External visits : More time required [] *Replies:* (4)
About right [] (17)
Less time needed [] (0)
- c) Practice Sessions : More time required [] *Replies:* (14)
About right [] (6)
Less time required [] (1)

7) Size of the course

- Too many participants [] *Replies:* (2)
Size about right [] (19)
Too few participants [] (0)

8) Did you have difficulty understanding the instructor? Yes [] No []

Replies: (2) (19)

If yes what was the reason?

- a) Spoke too fast []
b) Used unfamiliar expressions []
c) Spoke too softly []
d) Other (1) Time was too short.

Please describe

9) Did you have enough time to ask questions? Yes [] No []

Replies: (19) (1)

10) How would you evaluate the teaching facilities? ^{(1) no answer} (lecture hall, coffee breaks, etc.)

Very good [] Satisfactory [] Unsatisfactory []

Replies: (16) (5) (0)

11) Were the accommodation arrangements satisfactory?

Yes [] No []

Please describe problems

Replies: (18) (0) (3) no answer

12) Were the meal arrangements satisfactory?

Yes [] No [] (1) N/A; (2) no answer

Replies: (18) (0)

Please describe problems

13) Were your travel arrangements made by:

IDRC [] Replies: (1) (5) no answer

AIBA [] (5) (2) N/A

Your own Institution [] (6)

Other [] USAID (2)

Were they satisfactory? Yes [] No [] ~~Loan - USAID; yes and no~~
~~not enough expenses~~
Please explain

Replies: (12) (3)
(5) no answer; (1) N/A

14) In terms of your own professional goals, indicate how valuable this course is likely to be to you when you return to your own Institution.

5	4	3	2	1
Extremely valuable	Quite valuable	Of some value	Of little value	Of no value

Replies: (17) (4) (0) (0) (0)

15) Do you think this course should be repeated in the future?

Yes [] No []

Replies: (19) (1) (1) no answer

Comments:

~~(9) no answer~~

~~(7) course for beginners~~

~~(5) follow-up course or special topics course~~

16) Which features/topics were most valuable to you?

Replies: 1) (11) quality control and inspection

2) (7) micrographic systems analysis and design

3) (5) all features

4) (3) training and assessment

5) (2) planetary camera

6) (1) microfiche formats and indexing

7) (1) rotary camera

17) Which features/topics were least valuable to you?

- 1) ~~(19) no answer~~
- 2) ~~(7) none were least valuable~~
- 3) ~~(1) Processing work since was easy after briefing~~
- 4) (1) instructor training
- 5) (1) fundamentals of micrographics

18) If a similar course is conducted in the future, what modifications/improvements should be made?

- 1) (9) no answer or no suggestions
- 2) (6) more practical
- 3) (2) more participants
- 4) (2) more advanced details
- 5) (2) more emphasis on film technologies and film properties.

19) Any other comments

- 1) (11) no answer
- 2) (3) repeat the course and repeat in the National Centres.
- 3) (3) thanks
- 4) (2) learned a lot

THANK YOU FOR YOUR ASSISTANCE AND COMMENTS