

付属資料 3. Small Group Meeting 議事録

MINUTES OF DISCUSSION
WITH THE CONSULTATION SURVEY TEAM
OF THE JAPAN INTERNATIONAL COOPERATION AGENCY (JICA)
FOR THE PHILIPPINE TRADE TRAINING CENTER (PTTC)
SMALL GROUP MEETINGS: TRADE BUSINESS

7 September 1990

PRESENT:

A. PHILIPPINES

1. MS. MARIA ANGELINA V. ANGELES
Executive Director
2. MS. MA. CRISTINA V. BONDOC
Deputy Executive Director
3. MRS. BEATRIZ DE JESUS
Plans and Programs Division
4. MR. DAVID INOCENCIO
Officer-In-Charge, Faculty Division
5. MR. ROMMEL AGUSTIN
Senior Faculty
6. MS. CRISTINA CAPISTRANO
Senior Faculty

B. JAPAN

1. MR. YUKITOSHI NAGASAWA - Leader
Head, Technical Cooperation Division
Mining and Industrial Development
Cooperation Department
JICA
2. MR. SHIGERU TAKAGI
Official
Technical Cooperation Division
Ministry of International Trade & Industry
3. MR. KEIICHIRO HIDESHIMA
Leader (Chief, Adviser)
JICA Expert Team
4. MR. KOICI KAWAKITA
Trade Training

MATTERS DISCUSSED:

1. Overall Accomplishment Report

Ms. Angeles, Executive Director of PTTC, presented the Trade Business Courses accomplishments and program status as reflected on the PTTC Accomplishment Report from January to August 15, 1990.

A. Seminars Conducted - Currently, 43 seminars have already been conducted which generated 1,823 participants. Core courses are already in place, and what needs to be done now is the upgrading of these curriculums. Ms. Angeles cited the Market Penetration Course which rely heavily on the inputs provided by the short term experts and other invited foreign lecturers, as the Course that needs to be updated.

B. Training Needs Analysis surveys - Ms. Angeles also reported that 3 Training Needs Analysis have already been conducted. These were on:

- Quality Inspection and Testing of Rattan Furniture
- Subcontracting for Garments
- Export Merchandising

As a result of the TNAs, a proposed course on Subcontracting for Garments Seminar have been developed and may be implemented by October of this year. For the resource speakers, PTTC plans to tap individual lecturers from the private sector.

C. New Curriculums Developed - For the new curriculums developed, Mrs. Angeles pointed out the bulk of these courses were focused on the Market Penetration Course, except for the Organizing for Exports which the Center is now offering. The other new curriculum is the Export Merchandising Training Course which was developed in cooperation with the Foreign Buyers Association of the Philippines. This seminar is slated to be implemented before the end of this year, with the assistant merchandisers of the Foreign Buyers Association of the Philippines (FORAP) as the participants.

D. Training Materials Development - With regards to Training materials, it was pointed out that these materials are being supportive of our Market Penetration Courses. Ms. Angeles also added that some packs/manuals are now being reviewed or updated to make it more relevant to the curriculum. Ms. Angeles cited the case developed by Mr. Ijiri and Mr. Inigo for the Basics of Exporting Course.

D. Staff Development - Ms. Angeles told the group that the Center is making use of the Local Training Facilities/Offerings as well as the assistance of other

International Organizations in order to develop the Faculty. With regards to the JICA training project, Ms. Angeles said that the Center is making use of this with a specific purpose. And that is developing the faculty involved towards a specific specialization either in product or function in Marketing Management. It is only by doing so that the Center can get a more concrete result of the training.

2. Special Issues/Concerns

A. Improvements on the the Market Penetration Courses for Japan - Mr. Keiichiro Hideshima, Team Leader of the JICA PTTC Experts asked the Filipino counterparts if they could give suggestions to improve the conduct of the MPCs.

Mr. David Inocencio, Officer in Charge for Faculty, suggested that if it is possible to extend the stay of the Short Term Experts for them to have the chance to conduct plant visits and briefings in order to gauge the capability of the Filipino exporters and for the experts to be able to extend more consultancy services. This was done in the case of Ms. Yoshida and the response was very positive.

Mr. Inocencio also suggested bringing the MPCs to the regions which shows great export potentials. He cited the case of Cebu and Davao, two provinces which has some capability in the area of food production.

Ms. Angeles added that extending the stay of the short term experts would provide more time to transfer knowledge to local Faculty. The primary purpose for the dispatch of experts is to transfer technology to the local counterparts. Given this framework, Ms. Angeles suggested that a short term expert could probably stay for 3 months. The first month could be devoted to sitting down with the counterpart faculty with the information and research of both the Filipino faculty on the industry and the market research of the Japanese expert on the market would be shared so that the information could be transferred to the counterpart. Both will develop the curriculum and the materials. The second month could be devoted to the writing and development of other materials necessary. And the third month would be the implementation of the course in Manila and the regions. So even if the short term expert leaves, the seminar and the information could be duplicated and there is a clear transfer of knowledge.

Ms. Angeles also cited the importance of the materials brought in by the short term experts which animates and visualizes the seminar.

Mr. Kawakita in his opinion, said that if the research portion would last for one month, then it would be more related to production rather marketing. He added that if

such is the case, then as a short term expert whose field is marketing could easily criticize a product but he does not know how the product is made, thus not addressing the problem.

Mr. Nagasawa said that if that is the case, there must be two experts. It is not a case of capability of the expert but rather of the different nature of their expertise. Mr. Nagasawa cited that marketing experts only talk about his expectations on quality on both production line and costing. However, if you need real expert on production and quality control, you may request JICA to provide you one.

B. Number and Quality of PTTC's courses. -Mr. Nagasawa noted that there was an increase in the number of courses and participants. Mr. Nagasawa thinks that there is so much stress in increasing the numbers of both participants and courses. He wants to know if this affects the quality of the seminar and if there are any revisions or improvements done in the courses.

Ms. Angeles replied that as part of the Center's strategy, the number of seminars for 1990 and 1991 will be pegged at 140 with 6,500 participants. The difference will be on the quality of the courses in terms of the topics that will be focused.

As far as the core course is concerned, wherein much information is not needed, the basic curriculum do not change. It is in the lecture preparation wherein improvements or revisions may take place. PTTC courses are reviewed after year. When a course is introduced, it is given a test run. The first three runs will tell if revisions are needed. Usually, after the third run, the course would have settled in terms of the curriculum/topics. Only after a year when certain needs have been identified which were previously not identified that revisions are made. This information is continually updated by faculty.

C. Faculty Load

With the number of seminars being conducted, Mr. Nagasawa feels that there is not much time for technology transfer since the faculty is busy preparing for the seminars while the experts are occupied with some other things. He wants to know how the faculty is able to cope up with this.

Ms. Angeles replied that one option is to study the faculty load. After assessing how much load the faculty can take, so whatever load the regular faculty cannot handle will be passed on to part time faculty.

Regarding the capability of part time faculty, Ms. Angeles said that right now, there might still be a need for some of

such is the case, then as a short term expert whose field is marketing could easily criticize a product but he does not know how the product is made, thus not addressing the problem.

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Regarding the capability of part time faculty, Ms. Angeles said that right now, there might still be a need for some of

the part time faculty to be guided by the in-house faculty. She is, however, confident of the capabilities of the part time faculty.

Mr. Kawakita also added that based on his observations, it is no longer necessary for the in-house faculty to assist the part time faculty since some part time faculty are more experienced than the in-house faculty. For Manila seminars, it is very easy for the JICA Consultants to check the quality of these faculty. However, for regional trainings, Mr. Kawakita finds it difficult since he cannot always be there to observe. So, it becomes the responsibility of the in house faculty to monitor the part time lecturers in the regions.

Mr. Hideshima suggested that a way to lessen the burden of the faculty is the use of Audio Visual presentations. He added, however, that Audio Visuals could only serve as a medium or model of the learning process. The presence of the Faculty is still needed to facilitate the process.

At this stage, Mrs. Angeles requested the faculty to identify the real assistance they need from the JICA Experts and to be specific with their requests so that the approach could be treated on a project to project basis.

For the Audio Visual packages, the PTTC is requesting for the return of Mr. Arai. But even before this, the PTTC will present its proposal to the Team.

On the question of Faculty shortage, Mr. Nagasawa requested PTTC to provide the JICA Team of the listing of courses and topics that the full time faculty and the part-time faculty are handling. Mrs. Angeles agreed that the the courses and topics can be defined to easily account the load of the faculty (both part time and full time). However, the utilization of the part time faculty to cover specific experience or expertise that full time faculty would normally won't have.

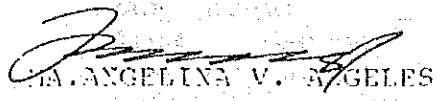
ADJOURNMENT

There being no other matters to be discussed, the meeting for Trade Business Courses was adjourned at 2:45 P.M.

Prepared by:


ROY ESTEVES

ATTESTED BY:


A. ANGELINA V. ANGELES

MINUTES OF DISCUSSION
WITH THE CONSULTATION SURVEY TEAM
OF THE JAPAN INTERNATIONAL COOPERATION AGENCY (JICA)
FOR THE PHILIPPINE TRADE TRAINING CENTER (PTTC)
SMALL GROUP MEETINGS: FURNITURE

7 SEPTEMBER 1990

PRESENT

A. PHILIPPINES

1. MS. ALICE GALVAN
Chief, Testing and Inspection Division
2. MR. JESUS TORRES
Sr. Faculty for Furniture
3. MR. MAXIMO DIN
Laboratory Assistant for Furniture
Testing and Inspection Division

B. JAPAN

1. MR. TSUNEO HASHIMURA
Technical Official
International Trade & Industry
Inspection Institute
Ministry of International Trade & Industry (MITI)
2. MR. SAKAZO TAKEUCHI
Inspection (Furniture)

MATTERS DISCUSSED:

The meeting started at 9:45 pm. Among the basic issues taken up were:

- 1) 1990 Accomplishment Report and Plans for 1991

Mr. Jesus Torres, Senior Faculty for Furniture, explained to the group that when he entered the Center last March, the course for furniture originally took 12 days. By reviewing previous evaluation reports, he found out that the participants considered the seminar too long. To resolve the matter, a meeting with the speakers of the seminar was called. In the meeting, Mr. Torres suggested to the speakers if they could compress the materials to concentrate on the more important topics. This was done and based on the evaluation of the seminar conducted last June, the

participants found the quality of the revised course much better.

When asked by Mr. Hashimura if the duration of the course changed, Mr. Torres replied that it did. From a 12 day course, it is now a 6 day course - 5 days lecture and laboratory work and 1 day plant visit. He also explained to the group that the title of the course was changed from "Testing and Inspection of Furniture" to "How to Improve the Quality and Durability of Wooden Furniture for Export" - with emphasis on basic processes and quality control techniques.

Mr. Torres told the group that they did not conduct any seminar during first quarter due to the revisions made on the previous course and the translation of A/V materials from Japanese to English. The first seminar for furniture was conducted last June and repeated last August, with a total participation of 33. For the remainder of the year, they have scheduled 3 courses: a repeat course in September, a seminar in Region 3 (Pampanga) for October which is actually another repeat course with some added revisions (a workshop on Quality Control), and another course in October which is currently under development. This course focuses on "The Practice of Production Management for Small and Medium Scale Furniture Manufacturing Firms".

Mr. Torres pointed out that the courses are now gearing more towards other needs which are more immediate like Production Management, Planning and Quality Control.

For 1991, Mr. Torres told the group that they plan to conduct the following:

- 1) How to Improve the Quality and Durability of Wooden Furniture for Export (maximum of 3 in Metro Manila; 1 or 2 in the regions.)
- 2) Production Planning and Control (twice in Metro Manila.)

He then proceeded to discuss with the group the courses for development in 1991, which are:

- 1) Q.C. Tools in Furniture Production
- 2) Efficient Lumber Processing for Maximum Utilization
- 3) Specialized Course on Equipment Capacity Planning

Mr. Torres also added that hopefully, more seminars can be extended to the different regions in 1991.

2) Equipments

Mr. Torres enumerated that the following equipments have been delivered:

- 1) School furnitures, tables, chairs, lockers, working tables, sewing machine tables;
- 2) Office tables with drawers, 3 seater arm sofas;
- 3) Bunk bed;
- 4) Chamber or humidity cabinet together with a portable band saw.

Mr. Torres said that they are still awaiting the arrival of the following equipments which have been requested before March:

- 1) Wood Study Table
- 2) Highchair
- 3) A system furniture
- 4) Portable carving machine w/ a standard lighting unit
- 5) Portable Hydraulic unit

3) Transfer of Technology

Mr. Hashimura wanted to find out if the transfer of technology from the expert, in this case Mr. Takeuchi, to the counterparts have been completed. Mr. Torres answered all of the testing techniques have been successfully transferred. Mr. Hashimura also told the group that he had been informed of the transfer of technology in the field of testing and finishing of lacquer. Mr. Torres confirmed this, and added that he had been handling the laboratory part for finishing tests. Mr. Hashimura informed the group that as much as possible, they would like the successor of Mr. Takeuchi to be also an expert in finishing. However, it is hard to find a finishing expert in Japan.

4) Dispatch of Japanese Short Term Experts

When asked by Mr. Hashimura on the type of short-term furniture expert would be most likely needed, Mr. Torres answered that there is an immediate need for an expert on Production Processes and Productivity. Ms. Alice Galvan, Chief of the Testing and Inspection Division, explained that one of the problems which hampers the export performance of Philippine furniture is the lack of cost efficient systems. This could be addressed by having a more effective production management system and quality control. Facilities for conducting such a training would not be much of a problem since the Center has strong linkages with the Cottage Industry Training Center, which has the processing facilities needed.

5) Individual Training

Mr. Hashimura confirmed that Mr. Torres is applying to be a participant for the training in Japan on standardization which will take place in November.

6) Other Concerns

Mr. Hashimura wanted to clarify if it will be the counterpart experts who will be conducting the regional seminars for Furniture. To this Mr. Torres replied that the speakers they use in the Manila seminars will be brought to the regions (resource speakers from CFIP, CITC, FPRDI). Regarding the Pampanga seminar, Mr. Hashimura wanted to know what facilities will be used for the testing portion of the seminar. Mr. Torres explained that for the testing part of the seminar, the participants will be brought to the PTTC Furniture Laboratory. This is possible since Pampanga is not that far from Manila.

Mr. Hashimura also clarified if it were the Japanese Experts who developed and gathered materials for the Production Management Seminar. At the same time, Mr. Hashimura would like to know who the speakers from the said course will be, since he thinks that Production Management is a hard course to teach. Mr. Torres replied that it was the local counterparts who developed the course and gathered the materials for it. On the issue of resource speakers, Mr. Torres said that they would get them from private sector and from some universities.

ADJOURNMENT

There being no other matters to be discussed, the meeting ended at 12:30 p.m.

Prepared by:

Flordez Fatima E. Samaniego
FATIMA FLORDELIZ SAMANIEGO

Ronaldo Limbago
RONALDO LIMBAGO

ATTESTED BY:

MA Angelina V. Angeles
MA ANGELINA V. ANGELES

MINUTES OF DISCUSSION
WITH THE CONSULTATION SURVEY TEAM
OF THE JAPAN INTERNATIONAL COOPERATION AGENCY (JICA)
FOR THE PHILIPPINE TRADE TRAINING CENTER (PTTC)
SMALL GROUP MEETINGS : GARMENT SECTOR

7 SEPTEMBER 1990

PRESENT:

A. PHILIPPINES

1. MS. EDITH GAPANGADA
Senior Faculty, Testing and Inspection
Garments
2. MS. MALYNDA MANGOSING
Trade & Industry Development Analyst

B. JAPAN

1. MR. TSUNEO HASHIMURA
Technical Official
International Trade and Industry
Inspection Institute
Ministry of International Trade & Industry
2. MR. IKUO TSUKOGOSHI
Inspection (Garments)

MATTERS DISCUSSED:

1. Accomplishment Report

Ms. Gapangada started the discussion by presenting the 1989 Accomplishment Report for the Garment Sector. She then proceeded to mention the seminars to be conducted in the fourth quarter of the current year as well as the proposed courses in 1991 for the sector.

For the period January to August 1990, 11 seminars were conducted. These 11 seminars saw the participation of 210 participants.

For the remaining part of the year, Garments Testing and Inspection has scheduled 5 more seminars which are as follows:

September

- Fabric and Garment Inspection

October

- Test for Colorfastness and Harmful Substances
- Physical Testing for Sewing Threads, Fabrics and Garments

November

- Quality Management for the Garment Industry
- Dyeing Workshop

The Dyeing Workshop is a new course which was developed in coordination with PTRI.

For the proposed courses for 1991, there are five existing courses which are scheduled. These are:

a. Fabric and Garments Inspection	3
b. Quality Management for Garments Industry	3
c. Tests for Color Fastness and Harmful Substances	1
d. Fiber Composition	1
e. Durability Testing	1

	9

Two of the courses on Fabric and Garments Inspection will be conducted in the regions due to requests from the DTI regional office.

This schedule is based on the scheduled trip of Ms. Gapangada to Japan by November 1990/March 1991 so they only came up with nine courses.

In the case of Courses for Improvement/Study, these are needed since textile millers comprise a small group and the courses have to cater to the garments industry. Based on the evaluation after each seminar which currently concentrates on processing, participants expressed a need to know how to style according to the fabric selected. The course on Textile Selection which is done in coordination with PTRI couldn't capture the need of participants. Another course on Dyeing for Textiles which is currently under study with PTRI, will be improved on the basis of its first run in November.

2. List of Request for JICA

Ms. Gapangada thanked JICA in behalf of the garments operations group and the faculty for granting their requests which were relayed during the previous JICA mission last January. These included:

- a. Hot Air Drying Oven
- b. Monsanto Type Crease Recovery Tester

c. Universal Wear Tester, Custom Type

The requests for the current year have not yet been properly prepared on the appropriate form (A-4). Intended to be included in the said form are:

- a. Wrap reel
- b. Wrinkle Resistance Tester
- c. Commercial Washing Machine
- d. Microscope (4 pcs.) 400x magnification
- e. Hot Press Equipment for Colorfastness

Other equipment being considered to be included in the list are the Inspection Machine for Fabric Defects Grading since there is a problem with the current machine; and the Textile Microscope for Fabric Count used for durability testing and is currently being borrowed from PTRI. The latter is under assessment by the JICA consultant but in due time will be included in the A-4 form.

Last year, the faculty undertook a project which involved the hiring of a researcher to compile the different international standards from the BPS library. Unfortunately, this facility was not complete. Ms. Gapangada presented a list of members of the International Standardization Organization and proposed the writing to each member requesting for standards to supplement the accomplishment of the researcher. This is because participants rely on standards of other countries to be able to penetrate the international market.

Likewise, a request for garment samples which passed the standards of the Japanese in addition to those brought in by a short-term JICA expert-Mr. Shiwaku were relayed.

3. Concerns on the Field of Garments

Mr. Hashimura pointed out that although the number of seminars as well as participants increased, he expressed concern regarding the level of content of each seminar. The JICA mission believes that quality of the content of seminars are more important rather than the number of seminars.

Ms. Gapangada however assured him of the standard operating procedure of evaluation done by participants on speakers, content, and effectivity of lectures and workshop after each speaker.

Mr. Hashimura then expressed difficulty by JICA in dispatching experts who can be involved in MPC.

4. Technology Transfer by Japanese Expert

According to Mr. Hashimura, they are concerned if at present, the JICA expert is having a hard time transferring technology. To this Ms. Gapangada replied that they have cleared the terms of reference to facilitate understanding.

At this point, Mr. Hashimura mentioned the possibility of sending a short-term expert on Processing Management although he did express their difficulty in finding one.

Mr. Hashimura inquired as to the type of experts needed and Ms. Gapangada expressed a need for a Knitting Expert, a Dyeing Expert and another one in Production Systems in Garments as well as in Trading Business for Export Marketing.

5. Individual Training in Japan

Mr. Hashimura proposed that the training in Japan for Ms. Gapangada will be conducted in November to mid-December. Time and period shall be discussed more between PTTC and Japanese side.

6. Clarifications

Mr. Hashimura explained that the request on international standards being requested will be treated as one of the equipment. JICA will be sending the needed international standards to PTTC according to the budget allocation.

Ms. Gapangada expressed a need for a small equipment for testing of fasteners, zippers, hook and eye, and snaps for the course on Accessories Testing which will be included in the request form. This is estimated to be not one of their priorities, however.

Once again Ms. Gapangada mentioned the need for garments samples with high quality, experts for finding appropriate garments for certain styles as well as clarified the Subcontracting Condition in Japan.

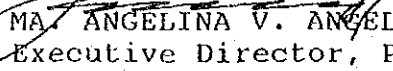
ADJOURNMENT

There being no other matters to be discussed, the meeting was adjourned at 12:20 p.m.

Prepared by:

Flor deliz Fatima E. Samaniego
FLORDELIZ FATIMA SAMANIEGO

ATTESTED BY:


MA. ANGELINA V. ANGELES
Executive Director, PTTC

MINUTES OF DISCUSSION
WITH THE CONSULTATION SURVEY TEAM
OF THE JAPAN INTERNATIONAL COOPERATION AGENCY (JICA)
FOR THE PHILIPPINE TRADE TRAINING CENTER (PTTC)
SMALL GROUP MEETINGS : FOOD SECTOR

7 SEPTEMBER 1990

PRESENT:

A. PHILIPPINES

1. MR. DAVID A. INOCENCIO
Officer-in-Charge, Faculty
2. MS. MA. LUZ C. LIZADA
Senior Faculty, Food Testing & Inspection
3. MS. GERTRUDE J. MALICDEM
Trade & Industry Development Specialist II
Testing & Inspection Division
4. MS. PRISCILLA A. MARCELANG
Trade & Industry Development Analyst
Trade Business Management Division
5. MS. KABAITAN R. GUINHAWA
Trade & Industry Development Analyst
Plans & Programs Division

B. JAPAN

1. MR. TATSUYA ANAI
Chief, International Standard Section,
Consumers Economy Division
Ministry of Agriculture, Forestry, and Fisheries

MATTERS DISCUSSED:

1. Accomplishment Report

Ms. Malicdem presented to Mr. Anai the Food courses conducted by the Center from January to August 15, 1990, the scheduled balance for the year 1990, and the proposed courses for 1991.

As of August 15, 1990, the Center has so far conducted 6 Food training seminars generating 72 participants. Four of these courses were developed in-house while the remaining two were developed in coordination with the Food Development Center.

2. Conduct of Seminars

Mr. Anai asked about the conduct of food seminars held in PTTC. Ms. Malicdem told that courses are developed either in-house or in coordination with other agencies like FDC. For seminars developed in-house, resource speakers are invited from other agencies like UP, BFAD, and private companies.

When asked by Mr. Anai about the problems regarding the conduct of seminars, Ms. Malicdem cited the need for additional equipment particularly the microbiological apparatus. With regards to seminar implementation, Ms. Malicdem reiterated that they are conducted in the Food Laboratory and that the targetted participants average from 15-18 due to the size of the laboratory itself. Participant generation is not a problem.

Mr. Inocencio raised the question on the direction of the food courses. He stressed the fact that there appeared to be a need for a training seminar on food processing technology to further address the demand of small and medium-sized food companies. As they are, the existing food courses assume that manufacturing is adequately done by most of these companies, thus, testing and inspection courses are the ones given priority and emphasis.

Since it was deemed by Mr. Inocencio that both PTTC and FDC could not meet this specific need, he suggested that an expert on food processing be sent by JICA, even on a short-term basis. He further added that Basic Sanitation in the Plant and Quality Requirements for Specific Markets be included in this proposal.

For his part, Mr. Anai informed the group of the arrival of Mr. Tawara in November. He will be the new long-term food consultant with expertise on meat sanitation. But then, Mr. Anai added that Mr. Tawara's expertise is also applicable to other food products.

On the question on food processing, Mr. Anai could not positively assure the group on sending a JICA expert. He mentioned that PTTC can ask Mr. Tawara's assistance but on a general level.

3. Short-Term Experts

Regarding the request for short-term experts, Mr. Anai said that JICA could only afford one short term expert from now until the end of the 1990 fiscal year who could stay for three months. Moreso, PTTC requested for a short-term expert with specialization in both food processing and testing and inspection. Mr Anai mentioned the possibility of requesting for more than one short-term expert provided that their stay is only about one week. This is aside from

Mr. Tawara, the would-be-resident long-term expert. As to the expertise of the short term experts, Mr. Tawara would be the one to decide on his specialization.

Ms. Lizada in turn suggested that the expert should arrive before the Trainers' Training program tentatively scheduled in March of 1991. His assistance will be needed in providing more inputs in the materials for the seminar. He could also be requested to become a resource speaker to give more credibility to the topics being discussed.

4. Equipment Request From JICA

Ms. Malicdem informed Mr. Anai that all food testing and inspection equipment are in good working condition. She stressed the need for spare parts for the machines and equipment, most of which are not available locally. Specifically, the Rheometer would need new universal tester adaptors.

Ms. Malicdem then asked for the status of the 1989 request for equipment. She listed that as of August of this year, inspection equipment which included colony counter, muffle furnace, and assorted glasswares for microbiological and chemical analyses have been received from JICA.

From the 1991 list of requested equipment, Ms. Lizada and Ms. Malicdem cited the following as the priority equipment:

- 1) Pressure Canner/Autoclave Laboratory Scale
- 2) Compound Microscope
- 3) Laminar Flow Clean Bench
- 4) Stomacher
- 5) centrifug
- 6) Monier Williams Sulfur Dioxide Determination Apparatus
- 7) spare parts for Rheometer
- 8) specifically the universal tester adaptor, and draft chamber/fumehood
- 9) Karl Fischer Moisture Determination Apparatus
- 10) Crude Fiber Digestion Apparatus
- 11) F Value meter
- 12) Colourimeter
- 13) Van Slyke Amino Acid Determination Apparatus
- 14) Standard U.S. #140 Sieve (Diameter 8 " and 12 ", stainless steel), and
- 15) Wildeman Trapman Flask.

Mr. Anai commented that Mr. Tawara will be given a copy of the existing equipment and based on this, Mr. Tawara will evaluate the request and give his recommendations.

Mr. Anai answered that equipment grants will be subject to availability of JICA funds. As to Mr. Akino's recommendations of acquiring machines for the Preparation room, Mr. Anai said that these machines are not necessary.

5. Clarifications on Specific Matters

Mr. Anai inquired how training fees are decided. Ms. Malicdem said that fees are based on costs comprising of honoraria for resource speakers, materials and samples, overheads like lighting and water, snacks, supplies, and training materials. In response to Mr. Anai's inquiry if there is any seminar evaluation done after each seminar, Ms. Malicdem said that this is being done.

Additionally, Ms. Malicdem requested Mr. Anai if audio-visual materials on food processing are available in JICA. She said that this would help PTTC more in the effectivity of its seminars even without the necessary expert in food processing. Mr. Anai responded that if materials are available, they will be given to the Center. Likewise, if either of Ms. Malicdem or Ms. Lizada would need additional materials from MHW or MAFF, their host institutions during their Japan training, they could ask through JICA.

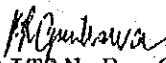
Mr. Anai then asked for an assessment of the trainings which Ms. Lizada and Ms. Malicdem attended in Japan. For her part, Ms. Lizada said that as a whole, her training was very good. Her only comment is that it might help the trainee if he or she is given information prior to observation visits to fully appreciate the activity. As to the duration of the course, she said that the training could be done in two months instead of three months for the type of training that she took. However, if actual in-plant training is done, it might be better to have a three-month training.

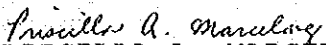
Ms. Malicdem said that she was able to acquire a lot of information and learned testing and inspection techniques particularly on food sanitation. However, 50% of the training dealt with microbiological analysis, but because of the lack of equipment for microbiological analysis at PTTC, she found it difficult to apply what she learned.

ADJOURNMENT

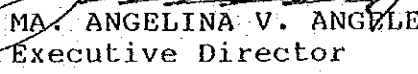
There being no other matters to be discussed, the meeting was adjourned at 12:10 p.m.

Prepared By:


KABAITAN R. GUINHAWA


PRISCILLA A. MARCELANG

ATTESTED:


MA. ANGELINA V. ANGELES
Executive Director
PTTC

MINUTES OF DISCUSSION
WITH THE CONSULTATION SURVEY TEAM
OF THE JAPAN INTERNATIONAL COOPERATION AGENCY (JICA)
FOR THE PHILIPPINE TRADE TRAINING CENTER (PTTC)
SMALL GROUP MEETINGS: TRADE EXHIBITION

7 SEPTEMBER 1990

PRESENT:

A. PHILIPPINES

1. MS. MA. ANGELINA V. ANGELES
Executive Director
2. MS. MA. CRISTINA BONDOC
Deputy Exec. Director
3. BEATRIZ DE JESUS
OIC, Plans & Programs Div.
4. DENNIS N. CRUZ
Chief, Exhibition Division
5. DAVID INOCENCIO
OIC, Faculty

B. JAPAN

1. MR. KEIICHIRO HIDESHIMA
Leader (Chief Adviser)
JICA Experts Team
2. MR. KOICHI KAWAKITA
Trade Training
3. MR. SHIGURO TAKAGI
Official
Technical Cooperation Division
Ministry of Trade & Industry

MATTERS DISCUSSED:

I. Reiteration of Trade Exhibition Division Request

Mr. Cruz started the forum by reiterating the requests made at the JICA Meeting last January regarding a number of short-term experts for TED courses. It was noted that the strategy on the course programs being implemented by the division are to link the participants who are either about

to join a trade fair or go abroad. He stated that these experts should be knowledgeable about the trade fairs in Japan. He further stated that since the government spends a sizeable amount of money in dispatching trade missions/trade participants abroad and in order to rationalize the way the government spends this budget, one of the purposes of the experts would be to advise us of the many trade fairs in Japan the Philippine government should participate in. Secondly, the Trade Exhibition Division has envisioned the short-term expert to coach/assist the prospective trade fair participant to a particular trade fair in Japan.

Another issue raised was the request for equipments needed to support the training and to augment that which already exists for courses; specifically the provision of lights and other equipments such as pedestals, interior display aids which will be needed by the participant in terms of displays and booth design.

Mr. Nagasawa on the other hand stated that they will make a study on this matter but a fund has already been allocated for this purpose.

II. Request Update Trainors/Faculty


Mr. Cruz raised the critical need for trainors to be constantly updated on the latest trends on trade fairs, booth designs, mediums or appreciation courses to update participants. He suggested that perhaps this may be done actively involving the PTTC faculty in preparing the Philippine participation to foreign trade fairs not only in Japan but in other countries as well, such as Germany, U.S.A., and others.

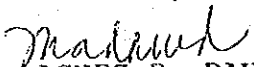
He further requested that this program be funded by JICA. Mr. Nagasawa pointed out that Japan or JICA does not have budget allocation for fellowship in other countries since JICA only funds for the equipments needed for training and fellowship within Japan.

III. Adjournment

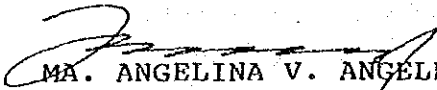
There being no other matters to be discussed, the meeting ended at 3:30 P.M.

Prepared by:


AUREA L. MANUEL


MA. AGNES B. DAVID

ATTESTED BY:


MA. ANGELINA V. ANGELES
Executive Director

MINUTES OF DISCUSSION
WITH THE CONSULTATION SURVEY TEAM
OF THE JAPAN INTERNATIONAL COOPERATION AGENCY (JICA)
FOR THE PHILIPPINE TRADE TRAINING CENTER (PTTC)
SMALL GROUP MEETING: JAPANESE BUSINESS LANGUAGE

7 September 1990

PRESENT:

A. PHILIPPINES

1. MS. FLORDELIA B. SOMOSOT
Senior Faculty, Japanese Business Language
2. MR. NESTOR JAO
Senior Faculty, Japanese Business Language

B. JAPAN

1. MR. MASAMI ADACHI
Staff
Technical Cooperation Division
Mining and Industrial Development Cooperation Dept.
Japan International Cooperation Agency (JICA)
2. MS. KAZUYO MOZUMI
Japanese Business Language

MATTERS DISCUSSED:

1. Japanese Business Language Courses

The participants spent much of their discussion on the Japanese Language Courses. Mrs. Somosot noted that the language course is a success as a study of business Japanese. There are several institutions teaching the Japanese language but the PTTC Japanese course has so far been the only one teaching business Japanese. PTTC offers five courses in Japanese business language: Levels 1, 2, 3, 4 and the Graduates' course. Applicants to the course are interviewed prior to acceptance with the number of students per class limited to 20.

Mr. Adachi inquired about the level of Japanese of the JBL students. The instructors replied that the students have attained the basic level, that is, they know basic Japanese business language and culture. However, it is almost impossible for them to attain such level as being able to read a contract in Japanese or to do business negotiations in Japanese as is stipulated in the R/D.

2. The JBL Students

Students of PTTC's Business Japanese courses are mostly engaged in some kind of business with the Japanese. A few are employees of Phil.-based small Japanese firms while others are by profession students, and self-employed people. There is a good number of Chinese-Filipinos who operate small firms and are doing business with the Japanese. Some students learned about the Japanese language course thru their attendance of other PTTC business and trade courses.

3. Audio-Visuals and Printer

The language instructors feel that good audio-visuals will be very helpful in teaching the language to the students. Ms. Mozumi requested Mr. Adachi for a new printer and a power supply gadget (in case of brown-out) for the JBL word processor. Mr. Jao suggested putting Japanese reference books and LL tapes in the library for easy access and use of language students. This, however, was not encouraged by Ms. Somotsot and Ms. Mozumi for reasons of possible loss.

4. Course fee, ads and posters.

Mr. Adachi asked about the JBL course fee and was informed that it is ₱600 for the 2-month course. He was also informed that advertisements for BJI are included in general PTTC prints ads for all the courses that come out twice a month. Solo ad for the BJI courses have already been put to a stop due to budgetary constraints. Posters for JBL courses are also printed for distribution and posting at DTI agencies and other strategic places.

5. Other Matters

Mr. Adachi expressed hope that PTTC could find a Filipino Japanese teacher with long-term commitment after learning that the three Filipino instructors are not sure until when they can stay at PTTC.

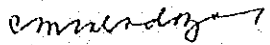
Mrs. Somotsot spoke a little about the 2-week regional BJI course conducted in Cebu City last January. Most of the participants in the said seminar were from the service industry such as hotels, resorts, etc.

Ms. Mozumi plans to finish and put the textbooks for BJI Level 3 and 4 into their final form next year.

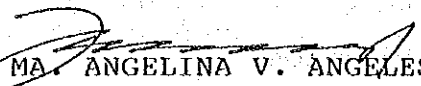
ADJOURNMENT

There being no other matters to be discussed, the meeting was adjourned at 12:00 noon.

Prepared by:


CELESTINA MENDOZA

ATTESTED BY:


MA. ANGELINA V. ANGELES

MINUTES OF DISCUSSION
WITH THE CONSULTATION SURVEY TEAM
OF THE JAPAN INTERNATIONAL COOPERATION AGENCY (JICA)
FOR THE PHILIPPINE TRADE TRAINING CENTER (PTTC)
SMALL GROUP MEETINGS : PUBLICATIONS & INFORMATION DIVISION

7 SEPTEMBER 1990

PRESENT:

A. PHILIPPINES

1. MS. MA. ANGELINA V. ANGELES
Executive Director, PTTC
2. MS. DEBBIE TOLENTINO
Chief, Publications and Information Division

B. JAPAN

1. MR. YUKITOSHI NAGASAWA (Leader)
Director
Technical Cooperation Division
Mining & Industrial Development
Cooperation Department
Japan International Cooperation Agency (JICA)

MATTERS DISCUSSED:

1. Instructional Material Development

Ms. Debbie Tolentino, Chief of the Publications and Information Division, pointed out that due to the increasing demand by Faculty and other Divisions of the Center on the use of video as a tool for learning, the division has experienced a great increase in terms of video production. This is one area where training of the staff is necessary.

2) Equipment Maintenance

Some equipments which the Center have and are using are not available locally. Therefore, great difficulty is experienced in the servicing of these equipments; if not for the unavailability of spare parts, then the Center's technicians often do not know how to repair them. It would be best if PTTC technicians are sent to an equipment maintenance training, specifically for the following :

- 1) portable recorder
- 2) scanner for videotizer
- 3) additional video viewing module (at least two).

For the problem on maintenance, Mrs. Angeles pointed out the need for a maintenance program for PTTC technicians not only for the A/V equipment but also for the equipment of the laboratory, and the building. As has been shared by Ms. Tolentino here, service/repair of equipment is difficult due to lack of spare parts, technicians as well as the diagram or manual of the equipment.

On the area of technician training, Mr. Nagasawa said it might be possible to send some Japanese technicians to teach the Center staff on how to maintain the equipment.

Mr. Nagasawa added that for equipment requests, it is best to consolidate first all requests for needed equipments, then inform JICA first before it is finalized into the A-Form. If possible, model/brochure be attached to the request.

2) Dispatch of Short Term Expert

The Audio-Visual group is requesting the dispatch of Mr. Arai for at least 3 more months as he has been of help to Audio Visual operations. To this, Mr. Nagasawa replied that Mr. Arai is right now in Bangkok; if his company is willing, then maybe by November. However, his company believes that another expert could be dispatched in his place.

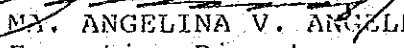
ADJOURNMENT

There being no matters to be discussed, the meeting was adjourned at 4:00 P.M.

Prepared by:

Beatriz G. de Jesus
BEATRIZ G. DE JESUS

ATTESTED:


MY. ANGELINA V. ANGELES
Executive Director
PTTC

付属資料 4. Status Report On The JICA-PTTC
Project Jan. -Aug. 15, 1990

STATUS REPORT ON THE JICA-PTTC PROJECT

JANUARY - AUGUST 15, 1990

A. COURSE DEVELOPMENT PERFORMANCE:

1. Training Needs Analysis (TNA):

As programmed, the Center has completed the conduct of 3 training needs analysis survey:

- a. Subcontracting for Garments: the TNA survey was conducted in response to the agreement in the last Joint Committee Meeting in January, 1990, that PTTC look into the feasibility of conducted courses on subcontracting. Considering that most subcontracting work is undertaken in garments, PTTC programmed the conduct of a TNA survey in this area as its initial step.!
- b. Export Merchandising: a TNA was conducted among foreign buyers in preparation for the design and conduct of a seminar/workshop for assistant merchandisers in the export sector. The TNA was in response to the request of the Foreign Buyers Association of the Philippines for the PTTC to conduct a training program for export merchandisers, which the export industry badly need.
- c. Quality Inspection and Testing of Rattan Furniture: A TNA was conducted as earlier programmed to look into the feasibility of conducting a course for the Rattan Furniture manufacturers/exporters.

2. Curriculums Developed:

The Center has developed 17 new curriculums in the first seven months of this year.

B. TRAINING MATERIALS DEVELOPMENT PERFORMANCE:

1. Training Packs/Manuals:

The Center developed and/or improved 10 training materials. Significant among these are:

- 3 training packs for the three Market Penetration Courses conducted (Japanese Garment Market,

Japanese Food Market and the Canadian Market in General)

- the ASPAC case used in the BOE seminar was revised
- supplemental handout on Product Cost Analysis

2. VTR Training Materials:

Audio-visual support materials developed may be classified into 4 categories:

Market informations series.

Slide to video training materials

Art work to video training materials

Full Audio/Visual Production (from conceptualization to execution including post production work)

The Market Information Series focused on three topics: Survey of the Furniture Industry in the Philippines, US-FDA Rules and Regulations and the Prospects of Philippine Wooden Toys for Export.

Slide to Video Materials were mainly support materials for the Testing and Inspection course for Furniture. On the other hand, artwork converted into video training materials were largely used for the Business Japanese Language courses.

Full audio/visual production were likewise developed. Two of these were developed for the Testing and Inspection Courses for Garments, while three were developed as institutional promotional materials for the Center.

The despatch of a JICA expert for audio/visual was of tremendous help to the Center, particularly in upgrading the production capability of the Center's current staff. As a result of Mr. Arai's three month stay, the following VTR materials were improved and/or initiated:

- a. Prospects of Philippine Wooden Toys: Mr. Arai directed the interview of the experts, and exposed the staff on new approaches to interviews.
- b. artwork to video training materials for the Business Japanese Language: the staff together with Mr. Arai finished the production of the materials.

- c. Testing and Inspection of Garments: Mr. Arai showed the staff on alternative ways of producing a video training materials. Mr. Shiwaku, a short term expert for garments, likewise actively participated in this project. The staff were exposed likewise to the different camera techniques which could be used in producing vtr training materials.
- d. VTR Training Material on Transportation and Containerization: This project was undertaken with Mr. Arai to expose the staff on the new techniques employed in full production. Mr. Arai guided the PID staff from the conceptualization of the script, to the script writing, location hunting, actual shooting. Considering that Mr. Arai's stay was limited to three months only, it was agreed that the staff shall work on the post production, using the script of Mr. Arai as a guide. Presently, review of the footage is being undertaken prior to editing.

The experience in this particular project also emphasized the need for close collaboration of the production group with the faculty. In this case, close collaboration was undertaken with the JICA experts, Messrs. Kawakita and Okumura. A system which will institutionalize the close cooperation between production and faculty is now being developed.

III. COURSE IMPLEMENTATION PERFORMANCE:

The Center conducted 102 seminar/workshops from January to August 15 of this year. Of these, 75 were Trade Business seminar/workshops, 15 testing and inspection, and 12 trade exhibition. Twenty-five regional seminars have thus far been conducted. Up to day, Regional seminars largely focused on trade business and trade exhibition.

The 102 seminars saw the participation of 4191 participants both from the government and the private sectors. There were 920 regional participants.

Of the 102 seminars, 70 were conducted under the JICA-PTTC project which generated 2,528 participants.

With the improvement of the testing and inspection course for furniture, PTTC is planning to test-run the conduct of this seminar in Pampanga, wherein the first few days of lecture shall be conducted in the province. The participants shall be transported to PTTC for the laboratory exercises.

As can be seen in Annex D, the Center coordinated with other international organizations in the conducted of market-specific seminars. These international organizations include:

JETRO (for the conduct of outflow seminars), ITC (for the conduct of Training the Trainers workshop and the PRODEX series of seminars), ASEAN (for the conduct of the GSP and other Trade Laws), CBI of Netherlands and the European Community and the Canadian Embassy.

In addition, coordination was likewise undertaken with local associations for the conduct of special seminars which focused on specific topics/issues in exports. Among these associations and institutions were: the Banking community for the conduct of the workshop on "Rediscounting for Exporters", the European Chamber of Commerce for the conduct of "Alternative to Peso Borrowing", the Council for Foreign Relations for the conduct of "Policy Implications to EC 1992".

IV. STAFF DEVELOPMENT PERFORMANCE:

A. Faculty:

The need to continuously train the Center's faculty on international trading operations and developments is paramount to the Center's objective of developing its capability to deliver relevant training programs to the country's export sector. With this in mind, the Center's faculty development program for the first half of this year consisted of the following :

1. Individualized training as provided under the JICA-PTTC Terms of Reference. Training provided include training in Japan covering very specific areas based on the training of the faculty concerned, and counterpart training provided by the JICA long and short term experts in PTTC.
2. Market exposure through the conduct of market researches in the market site together with International consultants.
3. Participation in group training/workshop as provided by the ITC Regional Project on Strengthening of Training Institutions in the Foreign Trade Sector. For the first semester, the faculty participated in a workshop on consultancy services as the first step in developing the Center faculty's capability to provide consultancy services to the Center's seminar participants.

4. Participation in local training programs designed to improve the faculty's training skills. The Center's faculty participated in a number of PHRDC programs for trainers.

With respect to the JICA-PTTC project, the following faculty have trained in Japan during the first semester of this year:

1. Ms. Luz Lizada, Sr. Faculty for Testing and Inspection (Food) - trained on Testing and Inspection of Food
2. Mr. David Inocencio, Officer-in-Charge of Faculty Division (also faculty for Trade Business) - trained on Marketing of Marine Products to Japan
3. Ms. Belen Santos, Jr. Faculty for Japanese Language - trained on How To teach Japanese Language

Counterpart training was likewise provided by the JICA experts on the following areas:

1. Mr. Tsukagoshi (Garments) - trained PTTC counterpart faculty and PTRI part-time faculty on the use of the new equipment which arrived from Japan. Further training on garment testing.
2. Mr. Shiwaku (short-term expert for Garments) - trained counterpart full time and part-time faculty on testing of garments.
3. Mr. Takeuchi (Furniture) - provided advice to PTTC full-time faculty for furniture on the revision of the Testing and Inspection Course for Furniture.
4. Messrs. Kawakita and Okumura - provided advice to counterpart faculty on the design and conduct of the Market Penetration Seminars on Food and Garments to Japan. Also provided advice on the improvement of some of the Basic courses.

Provided advice in the development of the VTR script on Transportation and Containerization, as executed by PID staff under the direction of Mr. Arai (short term expert on VTR production.)

B. Staff:

With the arrival of Mr. Arai, short-term expert on Video production, the PID production staff was trained on the following:

1. General video production procedures
2. Camera techniques which would be useful in the development of video training materials
3. Different approaches to the production of video learning materials
4. hands-on training on the full production (from conceptualization to actual execution) of a video material

V. OTHER ACTIVITIES:

A. JICA Experts:

Pursuant to the timetable agreed upon in the early part of this year, JICA despatched the following short and long-term experts to the Center:

1. Mr. Shiwaku (for garments)
2. Mr. Arai (for video production)
3. Mr. Watanabe (for Exporting Garments to Japan)
4. Ms. Yoshida (for Exporting Food to Japan)
5. Ms. Mozumi (to replace Ms. Sekiya as long-term expert for Japanese Business Language)
6. Mr. Miki (to replace Mr. Ebina)

B. Utilization of Facilities:

Average utilization of the seminar rooms and exhibition halls for the first semester was 75-76%.

PHILIPPINE TRADE TRAINING CENTER
 ACCOMPLISHMENT REPORT: AS OF AUGUST 15, 1990

CRITICAL OBJECTIVES	1990 TARGETS	YR. TO DATE	% OF TARGET
C.O. 5 CURRICULUM DEVELOPMENT			
To design & package relevant training courses & programs which address the training needs of exporters & gov't officials	3 TNAs	3	100.0
	33 new cur- riculums	17	51.5
	3 programs developed	1	33.3
C.O. 6 TRAINING MATERIALS DEVT			
To design & develop relevant & effective trng materials appropriate to the methodology specified in the course design	33 new trng packs	8	24.2
	19 a/v sup- port mat'ls	13	68.4
	8,500 sets of trng pack	5716	67.2
C.O. 7 COURSE IMPLEMENTATION			
To conduct seminar/workshops in Metro Manila & the regions resulting in informed & skilled exporters with respect to export marketing	97 trngs in Manila	77	79.4
	33 trngs in regions	25	75.8
	6,100 parti- cipants	4191	68.7
C.O. 8 FACULTY DEVELOPMENT			
To train PTTC faculty (full-time & part-time) on areas of int'l. mktg., testing & inspection, trade exhibition & trainer's skills	2 trainer's courses	3	150.0
	7 PTTC full- time fty trained	10	142.9

PHILIPPINE TRADE TRAINING CENTER
 ACCOMPLISHMENT REPORT: AS OF AUGUST 15, 1990

CRITICAL OBJECTIVES	1990 TARGETS	YR. TO DATE	% OF TARGET
C.O.5 CURRICULUM DEVELOPMENT			
To design & package relevant training courses & programs which address the training needs of exporters & gov't officials	3 TNAs 33 new cur- riculums 3 programs developed	3 17 1	100.0 51.5 33.3
C.O.6 TRAINING MATERIALS DEVT.			
To design & develop relevant & effective trng materials appropriate to the methodology specified in the course design	33 new trng packs 19 a/v sup- port mat'ls 8,500 sets of trng pack	8 13 5716	24.2 68.4 67.2
C.O.7 COURSE IMPLEMENTATION			
To conduct seminar/workshops in Metro Manila & the regions resulting in informed & skilled exporters with respect to export marketing	97 trngs in Manila 33 trngs in regions 6,100 parti- cipants	77 25 4191	79.4 75.8 68.7
C.O. 8 FACULTY DEVELOPMENT			
To train FTTC faculty (full-time & part-time) on areas of int'l. mktg., testing & inspection, trade exhibition & trainer's skills	12 trainer's courses 17 FTTC full- time fty trained	13 10	150.0 142.9

ANNEX A
CURRICULUMS DEVELOPED
(January - August 15, 1990)

1. Organizing for Exports
2. Export Marketing for Regional Trainers and Trade Promotion Officers (in coordination with ITC)
3. EC: 1992 (in coordination with the European Commission)
4. Basics of Exporting: Focus on Stuffed Toys
5. Seminars for Island Fairs
6. Food Processing and Packaging
7. Japanese Business Language Course (Rush Course)
8. Japanese Business Language - Graduate Course (Designed and developed by JICA Faculty)
9. Export Merchandising Training Course
10. Alternative to Peso Borrowing (in coordination with the Bankers Association of the Philippines and Ateneo de Manila University)
11. Product Development for Export Project (PRODEX): Exporting Furniture (in coordination with ITC)
12. PRODEX: Natural Fibers
13. PRODEX: Builders' Woodworks
14. Exhibition Selling
15. Japan Market Penetration Course for Garments (Developed and Designed by TID, TBM, & JICA)
16. Japan Market Penetration Course for Food
17. Market Penetration Course to Canada

IMPROVED COURSES
(January - August 15, 1990)

1. Exhibition Course: How to Participate in Trade Fairs and Maximize their Benefits
2. How to Improve the Quality and Durability of Furniture for Export (Revised Course)

ANNEX II
TRAINING MATERIALS DEVELOPED
(January - August 15, 1990)

1. Organizing for Exports
2. EC: 1992
3. Strategy Formulation for Manufacturers and Exporters
4. Product Cost Analysis
5. Business Japanese Language III
6. Setting Norms Inside the Company (Furniture)
7. Revision of ASPAC Case (BOE)
8. MPC Garments to Japan
9. MPC Food to Japan
10. MPC: Exporting to Canada

ANNEX C
AUDIO/VISUAL SUPPORT MATERIALS DEVELOPED
(January - August 15, 1990)

I. Market Information Series

1. MIS #11 - Survey on Furniture Industry
In the Philippines
2. MIS #12 - USFDA - Rules and Regulations
3. MIS #13 - Philippine Wooden Toys

II. Slide to Video Training Materials

4. Setting Norms Inside the Company (Furniture)
5. Cutting Process of Wood
6. Quality Guarantee (Furniture)

III. Artwork to Video Training Materials

7. Business Japanese Language I, Lessons 1-10
8. Business Japanese language II, Lessons 11-20.

IV. Training Materials Support (Full A/V Productions)

9. PTTC 30-Seconder
10. PTTC Briefer
11. PTTC Review 1989
12. Weaving: A method of Fabric Construction
13. Inspection of Trousers

ANNEX D
 LIST OF FACULTY TRAINED
 (January - August 1990)

- | | | | |
|-----|---------------|---|--|
| 1. | E. Refuerzo | - | Market Research for PRODEX
(European Countries) |
| 2. | L. Rosete | - | Market Research for PRODEX
(Europe, U.S.A., & Japan) |
| 3. | F. Perfecto | - | ITC Workshop on Consultancy
(Malaysia) |
| 4. | D. Inocencio | - | Marine products to Japan |
| 5. | L. Lizada | - | Food Testing, Inspection & Quality
Control (Japan) |
| 6. | E. Gapangada | - | Production Planning & Control &
Pattern Making - JODC Seminar |
| 7. | C. Capistrano | - | Curriculum Development & Training
Methodologies (PHRDC) |
| | | - | ITC-Trainers' Training Workshop |
| 8. | L. Cua Co | - | Subcontracting Seminar (GARSAP) |
| 9. | C. Peralta | - | ITC-Trainers' Training Workshop |
| 10. | J. Torres | - | PHRDC Course on Classroom Management
Techniques |

SUMMARY OF FTTC TRAINING COURSES
 IMPLEMENTED: JANUARY-AUGUST 15, 1990

COURSE TITLE	NO. OF COURSES			DATE	NO. OF PARTICIPANTS			SCHEDULED FOR BALANCE OF YEAR
	MLA	REG	TOTAL		MLA	REG	TOTAL	
A. JICA-FTTC PROJECTS:								
I. TRADE BUSINESS								
1. BASICS OF EXPORTING			15			658		5
A. MANILA	8			1/22-26	74			
				2/19-23	55			
				3/19-23	61			
				4/16-20	43			
				5/14-18	50			
				6/18-22	41			
				7/16-20	31			
				8/13-17	35			
B. REGIONAL		7						
a. SAN PABLO *				2/20-24		36		
b. PAMPANGA				4/24-26		20		
c. LA UNION				4/25-27		31		
d. CEBU				6/20-23		49		
e. BUTUAN				6/28-30		53		
f. ZAMBANGA				7/17-19		27		
g. DAVAO				7/23-25		52		
2. EXPORT MKTNG MGT	1		1	2/5-6	44		44	2
3. COSTING AND PRICING			6				260	1
A. MANILA	4			1/30-31	64			
				4/2-3	33			
				4/9-11	38			
				6/4-5	32			

COURSE TITLE	NO. OF COURSES			DATE	NO. OF PARTICIPANTS			SCHEDULED FOR BALANCE OF YEAR
	MLA	REG	TOTAL		MLA	REG	TOTAL	
B. REGIONAL		2						
a. CEBU				2/9 7/13-14		36 57		(0)
4. FINANCING FOR EXPORTS	1		1	5/28-29	30	30		2
5. HOW TO NEGOTIATE WITH YOUR BUYER	1		1	5/7-9	16	16		1
6. OPTIMIZING YOUR EXPORT TRANSPORT COST	1		1	7/23-25	15	15		1
7. BUSINESS JAPANESE LANGUAGE COURSE			7			171		3
A. BJL I								1
a. MANILA	3			1/19-3/16 3/23-5/25 6/8-8/31	27 16 19			
b. REGIONAL		1						
CEBU				1/29-2/9		75		
B. BJL II	1			3/23-5/25	15			1
C. BJL III	1			6/8-8/3	13			
D. BJ GRAD COURSE I	1			2/27-6/30	6			0

COURSE TITLE	NO. OF COURSES			DATE	NO. OF PARTICIPANTS			SCHEDULED FOR BALANCE OF YEAR
	MLA	REG	TOTAL		MLA	REG	TOTAL	
9. IMPORTS FOR RE-EXPORTS	1		1	6/26-28	32		32	1
10. ROLE OF EDUCATORS IN EXPORT DEVELOPMENT	1		1	1/20 *	23		23	0
11. ORGANIZING FOR EXPORTS	2		2	2/26-28	43		85	1
				5/21-23	42			
12. LETTERS OF CREDIT	1		1	3/15	75		75	1
15. REDISCOUNTING FOR EXPORTERS OF GARMENTS	1		1	3/26 *	128		128	0
16. REDISCOUNTING FOR EXPORTERS OF FOOD, GIFTS, HOUSEWARES, AND FURNITURE	1		1	3/29 *	123		123	0
17. MARKET PENETRATION/INFORMATION COURSES:			4				163	
A. MANILA	3			4/27	47			
a. MARKET OPPORTUNITIES FOR GIFTS, TOYS, HOUSEWARES, & FASHION ACCESSORIES TO CANADA								
b. MPC: EXPORTING GARMENTS TO JAPAN				7/25-27	28			
c. MPC: EXPORTING FOOD TO JAPAN				8/6-8	62			
B. REGIONAL		1						
a. MPC: GIFTS, TOYS, AND HOUSEWARES TO CANADA (PAMPANGA)				8/8-9		26		
SUBTOTAL	32	11	43		1361	462	1823	26

COURSE TITLE	NO. OF COURSES			DATE	NO. OF PARTICIPANTS			SCHEDULED FOR BALANCE OF YEAR
	MLA	REG	TOTAL		MLA	REG	TOTAL	
11. TESTING AND INSPECTION								
A. GARMENTS			9			188		9
1. FABRIC & GHT INSPECTION	2			1/24-26 5/14-17	29 8			
2. TEXTILE SELECTION & MANUFACTURING PROCESSES IMPLICATIONS TO GARMENT QUALITY	1			3/28-30	11			
3. PRODUCTION PLANNING AND CONTROL FOR EXPORT GHT INDUSTRY	1			2/26-3/1	51			
4. QUALITY MANAGEMENT FOR THE GARMENT INDUSTRY	2			1/16-19 6/18-22	14 29			
5. FIBER COMPOSITION AND STAIN REMOVAL FOR FABRICS AND GARMENTS	1			2/12-13	27			
6. MAINTENANCE MANAGEMENT	1			4/18-19	11			
7. TRAINORS' TRAINING FOR THE GARMENTS SECTOR	1			6/14-15	8			
B. FOOD			4			73		6
1. PACKAGING AND LABELLING FOR PROCESSED FOOD	1			2/27-3/2	25			
2. QUALITY CONTROL IN THE CANNING OF FOOD PRODUCTS	1			3/26-30	16			
3. TESTING AND INSPECTION OF FISH & MARINE PRODUCTS	1			5/21-25	15			
4. BASIC COURSE ON QUALITY INSPECTION FOR FRUITS AND VEGETABLES PRESERVED IN SUGAR	1			7/23-27	17			

COURSE TITLE	NO. OF COURSES			DATE	NO. OF PARTICIPANTS			SCHEDULED FOR BALANCE OF YEAR
	HLA	REG	TOTAL		HLA	REG	TOTAL	
C. FURNITURE			2				34	2
1. HOW TO IMPROVE THE QUALITY AND DURABILITY OF WOODEN FURNITURE FOR EXPORT (REVISED COURSE)	1			6/18-23	13			
2. TESTING & QUALITY EVALUATION OF FURNITURE (MODULE I)	1			8/13-18	21			
SUB-TOTAL	15	0	15		295	0	295	17
III. TRADE EXHIBITION								
1. HOW TO PARTICIPATE IN TRADE FAIRS & MAXIMIZE THEIR BENEFITS (MODULE I)			9				410	
A. MAHILA	2			4/5-6 7/19-20	42 35			
B. REGIONAL		7						
a. LA UNION				2/27-28			16	
b. PAMPANGA				3/22-23			37	
c. NUEVA VIZCAYA				4/25-26			26	
d. BICOL				5/3-4			34	
e. CEBU				7/26-27			25	
f. CAGAYAN DE ORO				8/2-3			27	
g. ILOILO				8/9-10			27	
2. TECHNICAL & CREATIVE ASPECTS OF VISUAL MERCHANDISING (MODULE II)	3		3	1/24-26 3/5-6 6/13-15	43 46 52			1
SUBTOTAL	5	7	12		218	192	410	1
TOTAL PTTC-JICA	52	18	70		1874	654	2528	44

COURSE TITLE	NO. OF COURSES			DATE	NO. OF PARTICIPANTS			SCHEDULED FOR BALANCE OF YEAR
	MLA	REG	TOTAL		MLA	REG	TOTAL	
B. PTTC PROJECTS IN COORDINATION WITH OTHER LOCAL ORGS & INTERNATIONAL ORGANIZATIONS								
1. GTED RULES & REG'N	13		13	1/22	96		882	3
				2/13	110			
				2/21 *	75			
				3/12	62			
				3/16 *	70			
				3/24 *	53			
				3/31 *	72			
				4/9	79			
				4/23 *	46			
				5/2	59			
				6/11	48			
				7/9	38			
				8/1	74			
2. MANILA (w/int'l. org)	12		12				515	
a. SEMINAR ON PHIL. CUT FLOWERS TO JAPAN (JETRO)				2/9 *	34			
b. SEMINAR ON CANADIAN GEN. PREF. TARIFF (CANADIAN EMBASSY)				3/6 *	62			
c. MARBLE MINING AND GEOLOGY (EC)				3/19-21 *	88			
d. PRODEX II : WOODEN TOYS TO EUROPE AND JAPAN (ITC)				4/5	57			
e. PRODEX: BUILDERS WOOD- WORKS AND WOODEN FURNITURE (ITC)				5/2-3	44			
f. PRODEX: NATURAL FIBERS (ITC)				5/8	28			
f. EUROPE 1992: PROSPECTS FOR PHILIPPINE TRADE (EC)				5/15 *	28			
g. WORKSHOP ON FRESH FRUITS & VEGETABLES (CBI)				5/17-18 *	30			
h. THE EUROPEAN COMMU- NITY IN THE '90'S: IMPLICATIONS FOR THE PHILIPPINES (CFR)				5/24 *	45			

COURSE TITLE	NO. OF COURSES			DATE	NO. OF PARTICIPANTS			SCHEDULED FOR BALANCE OF YEAR
	MLA	REG	TOTAL		MLA	REG	TOTAL	
i. SEMINAR ON BUILDING MATERIALS (CBI)				5/28-29 *	28			
j. ALTERNATIVE TO PESO BORROWING (BAP, ATENEO)				5/30	36			
k. ASEAN GSP & OTHER TRADE LAWS (UNDP)				7/23-27 *	35			
3. REGIONAL			7				266	
a. CANADIAN-GENERAL PREF. TARIFF-BAGUIO (CANADIAN EMBASSY)		1		3/7 *		36		
b. PRODEX REG'L: BUILDERS WOODWORK & WOODEN FURNITURE-CEBU (ITC)		1		5/7		28		
c. TECHNOLOGY ASSISTANCE FOR CUTFLOWERS (DECTA, CITEM)								
1. BACOLOD		1		5/21-22 *		49		
2. CEBU		1		5/31-6/1 *		23		
3. DAVAO		1		6/6 *		66		
d. GSP & OTHER TRADE LAWS -ILOILO CITY (UNDP)		1		7/19-20		35		
e. EXPORT MARKETING WORKSHOP FOR REGIONAL TRAINORS AND TRADE PROMOTION OFFICERS-CEBU (ITC)		1		6/18-29		29		1
TOTAL PTTC-OTHERS	25	7	32		1397	266	1663	0
OVER-ALL TOTAL	77	25	102		3271	920	4191	44

* INTERVENING COURSES

JICA