

SEACAP
CONTRACT FOR CONSULTANCY SERVICE
Contract for : Commune Handbook Training to Non RT2 Provinces
Contract reference : SEACAP 010/001

FINAL REPORT



Project Consultant : Transport College of Middle Area – Vn

**SEACAP
CONTRACT FOR CONSULTANCY SERVICE**

Contract for : Commune Handbook Training to Non RT2 Provinces
Contract reference : SEACAP 010/001
Project Consultant : Transport College of Middle Area – Vn

FINAL REPORT

CONTENT

No	Main contents	Page
	Introduction	3
I	5 day TOT Course	3
I.1	Concept of training course	3
I.2	Course Objectives	4
I.3	Consultant responsibilities	4
I.4	Discription of The TOT Course	4
I.4.1	TOT Course for Northern Provinces	4-8
I.4.2	TOT Course for Southern Provinces	8-13
II	3 day commune handbook training	13-15
II.1	Summary of the Training Courses delivered	15-23
II.2	Training course Participant information	23-24
II.3	Training M&E	24
II.3.1	Training course Assessment	24-25
II.3.1.a	Training course Assessment of Northern Provinces	25-36
II.3.1.b	Training course Assessment of Southern Provinces	36-47
II.3.2	RT2 assesment of Seacap-10 Training Courses	47-63
II.3.3	Training course Effectiveness Evaluation (EE)	63-64
II.3.4	End course assesment (Feedback from Participant)	64
III	Cost performance of 3 day commune handbook training	64-65
IV	General comments and recommendations	65-66
V	Attachements	67
VI	Appendix	67

SEACAP
CONTRACT FOR CONSULTANCY SERVICE

Contract for : Commune Handbook Training to Non RT2 Provinces
Contract reference : SEACAP 010/001
Project Consultant : Transport College of Middle Area – Vn

FINAL REPORT

INTRODUCTION

Rural road network plays a very important role in the infrastructure of Vietnam. It makes up 80% of the total road network and has great impact on rural community which accounts for more than 70% of Vietnam population. The development of rural road network will contribute to the goal of poverty alleviation of the Government of Vietnam. There has been a lot of investment from domestic and international donors on the development of rural road network. However, Vietnam is coping with maintenance problems of rural roads. There is a growing concern on how to maintain rural roads and to develop a maintenance culture nationwide.

To support the maintenance of rural roads in Viet Nam, the Ministry of Transport is undertaking a nation wide training programme for Commune staff to support the introduction of a new Rural Road Maintenance Handbook for Communes. This Handbook was developed with technical assistance and funding from the Second Rural Transport Project (RT2).

Commune Handbook Training for 43 RT2 Provinces in the country was implemented under the Rural Transport Project 2 (RT2) on the period from August,2003 to the end of 2004.The extension of the training to non-RT2 provinces supports the MOT's wish for the Maintenance handbook to be adopted nationwide and sector-wide.

The Commune Handbook Training for 21 non-RT2 Provinces was realized by the Seacap-10 Consultant (the Transport College of Middle Area of VN) under the fund of SEACAP. On the period from October, 2004 to Sep. 2005, The Transport College of Middle Area of VN has performed all necessary procedures concerned and finished the Commune Handbook Training for non-RT2 Provinces by the date of 8 Sep, 2005.

According to the LOAs signed between Seacap-10 consultant and the PPCs and the PDOTs of 21 non RT2 provinces, the Project support to these provinces on Commune Handbook Training to be divided in 2 stages : First one is the Training of Trainers (TOT) for all Seacap-10 PDOTs (03 PDOT staff/every province), Second one is the Commune handbook Training which will be conducted by the PDOTs themselves under the fund of Seacap-10 Project (Project). The PDOT staff Who attended the TOT course will be the trainers of Commune Handbook Training for their Provinces.

02 last Milestones of the contract 010/001 compose the main parts of this Final Report which include the following Parts:

- 5 day training courses for PDOT trainers (TOT Course).
- 3 day commune handbook training (summarising training courses delivered, their quality and cost performance, and full effectiveness evaluation analysis)

I - FIVE DAY TRAINING COURSES FOR PDOT TRAINERS (TOT COURSE) - SUMMARY OF CONSULTANT ACTIVITIES:

1.1 CONCEPTS OF THE TRAINING COURSE

- ❖ The Five-day course for PDOT trainers consists of a series of technical sessions based on the new Rural Road Maintenance Handbook. These technical training sessions are supported by practical exercises and fieldwork aimed at improving the skills of commune staff to undertake

road maintenance activities as specified in the Handbook. To assist with the delivery of these courses, PDOT Trainers will receive a series of sessions on adult training techniques

- ❖ Each day of the course consists of a mix of five technical and practical sessions. The basic approach is to explain first how to undertake activities specified in the Handbook and then use practical exercises and field work to test how far these new skills and concepts have been understood by course participants. Each session therefore has its specific and stated objective. Together these objectives contribute to the overall objective of each day and ultimately to the overall course objective.

1.2 COURSE OBJECTIVE

- ❖ The main instructional objective of the course is that on completion of the course, participants are able to :
- ❖ *plan and deliver effective three day maintenance course for commune staff to support the introduction of the new Rural Road Maintenance Handbook.*

The objectives of individual sessions are contained in their supporting training material.

1.3 Consultant responsibilities

- Organization of the TOT Course - Including the following works : Liaison with the RT2 leader and trainers to fix the time of the Course, Invitation of the PDOT participants, The Course venue preparation (Booking the lesson hall, Hotel), field practical site preparation, training aid preparation.e.g.
- Facilitation of the Course during the 5 day training
- Undertaking the Training Course Effectiveness evaluation
- Funding the TOT Course: Based on the RT2 Budget norm for RT2 provinces for the TOT Course (See Actual Cost of Hanoi and HCM TOT Course – File attached : ToT Course\Cost estimate).

1.4 Description of the TOT Courses

The Training of Trainers (TOT) for 21 Seacap -10 Provinces divided in 2 Courses separately : 01 TOT Course for Northern Provinces and another for Southern provinces.

1.4.1 TOT course for Northern Provinces :

(Photo Here)

From Right to left : Mr. Khuat Minh Tuan– The deputy chief of Technical Department of MOT , Mr. Nguyen Tien Son - RTU of MOT, Mr. Rob Taylor – The RT2 Advisor, Mr. Nguyen Dinh Linh- the seacap-10 Consultant Manager

TOT Course for Northern Provinces was organized for 13 Seacap-10 Provinces in North of Vietnam, almost from which located in Mountainous regions. These are : Phu Tho, Yen Bai, Ha Giang, Lao Cai, Hoa Binh, Son La, Cao Bang, Bac Kan, Lang Son, Bac Giang, Thai Nguyen, Ha Noi, Hai Phong Provinces.

- **The course Venue** : Ha Noi PDOT Training and Research Center. Number 01 – Quansu - HaNoi
- **The start date** : 24 Jan. 2005.
- **The duration** : 5 Day
- **The introduction speeches** (Opening ceremony): The VIPs of MOT (Mr. Khuat Minh Tuan – The deputy chief of Technical Department of MOT) , The RT2 representative (Mr. Rob Taylor) have took part and have done the opening speeches.
- **The Delegates**: Mr. Khuat Minh Tuan – The deputy chief of Technical Department of MOT and Mr. Son – The Deputy Chief of Rural Transport Unit of MOT , The Halcrow Technical Representative - Mr. Pham Hai bang. The RT2 representative - Mr. Rob Taylor has took part and has done the closing speche.

- **The Training Programme** : The RT2 Rural Road Maintenance Handbook training Programme was applied for the TOT Courses as for the commune Transport staff training Courses. This is the RT2 technical input to Seacap-10 project.
Course structure and timetable for Ha Noi TOT course is in the table follow:

Day 1: Introduction to road defects

Session	Time	Content	Format	Presenter	Prepared by
1a	8.00 - 8.30	Introductory speeches : - The Deputy Chief of Technical department Of MOT - RT2 representative	Speeches	- Mr. Khuat Minh Tuan - Mr. Rob Taylor	
	8.30 – 8.45	- Participant information form filling - Pre course Effectiveness Evaluation form filling	Form Filling	Participants	Consultants: Mr. Linh, Mr. Nam Anh
1b	8:45 - 9:00	- Introduction to the Handbook Contents - The importance of maintenance	Presentation	Rob Taylor	Rob Taylor
2	9.00 - 10.00	- Chapter 5: Vegetation, Earth works, Shoulder and cleansing (Defects 1 – 15) - Pocket guide given out	Lecture	DZung	DZung
	Break				
3	10.30 - 11.30	Chapter 5 : Road surface, Road Signs, Structures, Other defects (Defects 16-30)	Lecture	DZung	DZung
	Lunch				
4	13.30 - 15.00	Chapter 4 : Roles and responsibilities and implementation Options	Lecture	DZung	DZung
	Break				
5	15.30 - 16.30	Maintenance Planning, Organisation and Contracts	Lecture	Tuấn	Tuấn

Day 2 : Condition Surveys and assessment of Road condition

Session	Time	Content	Format	Presenter	Prepared by
1	08.00 - 09.00	Introduction to field survey Form and condition Assessment General rating and Reporting (Table 8 and Chapter 2)	Lecture on site	Tuấn	Tuấn
2	09.00 – 11.30	Field inspection of defects by four supervised Groups Assessment of road conditions : Field works by 4 groups on different road sections on site	Introduction for 15 minutes on site	DZung and Tuấn Facilitated by Khanh and Linh	DZung and Tuấn

	Lunch				
4	13.30 – 16.30	Assessment of road condition form filling by 4 groups of 4 different road sections (Descriptions of defects and their volume, division of these defects on Maintenance I and Maintenance II, Assessment of road Condition)	Practical by 4 groups	DZung and TuÊn	DZung and TuÊn

Day 3: Bill of quantities and Maintenance Plan

Course preparation and Planning

Session	Time	Content	Format	Presenter	Prepared by
1	08.00 - 9.00	Introduction to Bill of quantities (Table 10)	Lecture	TuÊn	TuÊn
2	09.00 - 10.00	Classroom exercise to complete bill of quantities (Table 10) from Pre- prepared Table 8	Practical	Facilitated by Dzung and Tuan	
	Break				
3	10.30 - 11.30	Maintenance Budgeting and Funding (Chapter 3)	Lecture	Dzung	
	Lunch				
4	13.30 - 15.00	Guided Practical by 4 Groups to produce an annual plan	Practical	DZung and TuÊn Facilitated by Khanh and Linh	
	Break				
5	15.30 - 16.15	Guided Practical by 4 Groups to produce an annual plan	Practical	DZung and TuÊn Facilitated by Khanh and Linh	
6	16.15 – 17.00	Course preparation and Planning	Lecture	Khanh	Khanh

Day 4: Training techniques for PDOT Trainers

Session	Time	Content	Format	Presenter	Prepared by
1	08.00 - 9.00	Training technique 1 (Presentation)	Lecture	Khanh	Khanh
2	09.00 - 10.00	Training technique 2 (trxnh buy)	Lecture	Khanh	Khanh
	Break				
3	10.30 -	Technical Briefing: - Pothole (Lecture	DZung	DZung

	11.30	Defect 16) , Camber reshaping (Defect 19) Refill embankment slip (Defect 6) Ponding (Defect 17)			
	Lunch				
4	13.30 - 15.00	Presentation preparation by small group, each dealing with one defect	Practical	DZung and TuËn Facilitated by Khanh and Linh	
	Break				
5	15.30 - 16.30	Presentation by 4 Groups (15 minutes each)	Practical	DZung and TuËn Facilitated by Khanh and Linh	Groups

Day 5: Review of three day course for communes

Session	Time	Content	Format	Presenter	Prepared by
1	07.30 - 07.45 07:45 - 09:10	a) Introduction b) TOT, Day 1 Course given to commune staff	Practical	Khanh Facilitated by Dzung,Linh	Khanh,linh
	Break				
2	09.10 - 10.25	TOT, Day 2 Course given to Commune staff	Practical	Khanh Facilitated by Dzung,Linh	Khanh,linh
3	10.25 - 11.40	TOT Day 3 Course given to commune staff	Practical	Khanh Facilitated by Dzung,Linh	Khanh,linh
4	11.40 - 12.10	a) End Course assessment	Form filling	Participants	Linh
5	12.10 - 12.25	b) Post-Course EE b) Closing speeches	Form filling	Participants Rob Taylor	Linh
6	12.25 - 12.40	c) Certification awards	Presentation in Main hall	Rob Taylor	Linh

Photo Here

Group2 : Road investigation during the field trip. Participants from Hagiang, Lao Cai, Langson.

- **The RT2 trainers and Facilitators** : As for the another RT2 TOT Courses in HaNoi and Da Nang, the RT2 has invited Mr. Dzung, Mr. Tuan and Mr. Khanh –His former staff and RT2 TOT Course Trainers to the Ha Noi TOT Course. Mr. Dzung, Mr. Tuan were in charge of Maintenance Technical training and Mr. Khanh was in charge of Training techniques (See them in Timetable).

- **The Participants** : According to the LOA with Provines, The Consultant invited 03 participants/every PDOT. But The PDOTs of Ha Noi, Hai Phong, Bac can assigned only 02 their staff to participate the TOT Course. Through the RT2 experiences, for the Provinces with less than 150 communes, 02 PDOT trainers are satisfactory number for their Commune Handbook training (in this Case the number of communes is follow : Ha Noi – 99 , Hai Phong – 152 and Bac

can – 112 Communes). Therefore there were 36 PDOT staff of 13 Northern provinces attended this ToT course.

Participant information details : Please see the file attached (Appendix 1.)

TOT Course Effectiveness Evaluation (EE). The Consultant has took the Course EE at the start and end of the 5 day course (Pre-course and Post Course EE). Please see appendix 2 :

End course Assessment (The feedback from Participants) : was taken by the Consultant at the end of the Course. Please see the appendix 3 :

The forms of Participant information details, TOT Course Effectiveness Evaluation (EE),and end course Assessment are extracted from RT2 forms.

TOT Course Assessment: (Apply the RT2 Course assessment form)

Ha Noi TOT Course Assessment

Start date : 24 Jan. 2005

Mark	Assessment	1	2	3	4	5	6
		Precourse preparation	Course implementation				
			Lecture	Interaction	Exercise	Field practice	Timetable
10	Excellent						
9	Very good	9	9				9
8	Good				8	8	
7	Reasonable			7			
6	Average						
5	Below Average						
4	Poor						
3							
2	Very Poor						
1							

Problem raised and solution : No

Through the Ha Noi TOT Course Effectiveness Evaluation (EE), It's clearly that the maintenance knowledge of the participants (PDOT Trainers) after 5 day training significantly raised.

There was no problem raised from Ha Noi TOT Course. All participants have received the RT2 maintenance handbook training Certificates. This is important for Seacap-10 Provinces to implement the Handbook training for all their communes.

1.4.2 TOT course for Southern Provinces :

TOT Course for **southern Provinces** was organized for 08 Seacap-10 Provinces in south of Viet nam. These are : Quang Ngai, Kon Tum, Binh Dinh, Phu Yen, Sai Gon, Ben Tre, Tra Vinh and Soc Trang Provinces.

- **The course Venue** : Ho Chi Minh Polytechnic College.
- **The start date** : 28 March. 2005.
- **The duration** : 5 Day
- **The introduction speeches** (Opening ceremony): The Seacap-10 Consultant Manager (Mr. Linh) and The RT2 representative (Mr. David Brazier – The RT2 PSP Manager) have took part and have done the speeches.
- **The Delegates:** Mis. Minh Nguyet – The Seacap Local Manager and Mr. David Brazier participated in the TOT Course sessions and have done the closing speeches.
- **The Training Programme** : It's The Same as the Ha Noi TOT Course, The RT2 Rural Road Maintenance Handbook training Programme was applied for the TOT Courses as for

the commune Transport staff training Courses. This is the RT2 technical input to Seacap-10 project.

Course structure and timetable for HCM TOT course is in the table follow:

Photo here

Mr. David Brazier- The Manager of RT2 PSP : Importance of Maintenance Handbook Training for PDOT trainers in HCM TOT Course. March, 2005. From Right to Left : Ms Minh Nguyet- The Seacap Local Manager, Mr. Linh- The Seacap-10 Consultant Manager, Mr. Cuong- The Seacap-10 Southern Training Manager, Mr. David Brazier, Mr. Khanh, Mr. Dzung- RT2 Handbook Training Team.

Day 1: Introduction to road defects

Session	Time	Content	Format	Presenter	Prepared by
1a	8.00 - 8.30	Introductory speeches : - RT2 representative (Mr. David Brasier – RT2 PSP Manager) - Seacap-10 Consultant – organizer : Mr. ND Linh – Consultant Manager.	Speeches	- Mr. David Brazier - Mr. Linh	
	8.30 – 8.45	- Participant information form filling - Pre course Effectiveness Evaluation form filling	Form Filling	Participants	Consultants: Mr. Linh, Mr. Cuong
1b	8:45 - 9:00	- Introduction to the Handbook Contents - The importance of maintenance	Presentation	David Brazier	David Brazier
2	9.00 - 10.00	- Chapter 5: Vegetation, Earth works, Shoulder and cleansing (Defects 1 – 15) - Pocket guide given out	Lecture	DZung	DZung
	Break				
3	10.30 - 11.30	Chapter 5 : Road surface, Road Signs, Structures, Other defects (Defects 16-30)	Lecture	DZung	DZung
	Lunch				
4	13.30 - 15.00	Chapter 4 : Roles and responsibilities and implementation Options	Lecture	DZung	DZung
	Break				
5	15.30 - 16.30	Maintenance Planning, Organisation and Contracts	Lecture	Tuan	Tuan

Day 2 : Condition Surveys and assessment of Road condition

Session	Time	Content	Format	Presenter	Prepared by
1	08.00 - 09.00	Introduction to field survey Form and condition Assessment General rating and Reporting (Table 8 and Chapter 2)	Lecture on site	Tuan	Tuan

2	09.00 – 11.30	Field inspection of defects by four supervised Groups Assessment of road conditions : Field works by 4 groups on different road sections on site	Introduction for 15 minutes on site	DZung and Tuan Facilitated by Khanh and Linh	DZung and Tuan
	Lunch				
4	13.30 – 16.30	Assessment of road condition form filling by 4 groups of 4 different road sections (Descriptions of defects and their volume, division of these defects on Maintenance I and Maintenance II, Assessment of road Condition)	Practical by 4 groups	DZung and Tuan	DZung and Tuan

Photo here

Mr. David Brazier with PDOT Trainers in Southern TOT Course- Field trip

Day 3: Bill of quantities and Maintenance Plan

Course preparation and Planning

Session	Time	Content	Format	Presenter	Prepared by
1	08.00 - 9.00	Introduction to Bill of quantities (Table 10)	Lecture	Tuan	Tuan
2	09.00 - 10.00	Classroom exercise to complete bill of quantities (Table 10) from Pre- prepared Table 8	Practical	Facilitated by Dzung and Tuan	
	Break				
3	10.30 - 11.30	Maintenance Budgeting and Funding (Chapter 3)	Lecture	Dzung	
	Lunch				
4	13.30 - 15.00	Guided Practical by 4 Groups to produce an annual plan	Practical	DZung and TuÊn Facilitated by Khanh and Linh	
	Break				
5	15.30 - 16.15	Guided Practical by 4 Groups to produce an annual plan	Practical	DZung and TuÊn Facilitated by Khanh and Linh	
6	16.15 – 17.00	Course preparation and Planning	Lecture	Khanh	Khanh

Day 4: Training techniques for PDOT Trainers

Session	Time	Content	Format	Presenter	Prepared by
1	08.00 - 9.00	Training technique 1 (Presentation)	Lecture	Khanh	Khanh
2	09.00 - 10.00	Training technique 2 (trxn h bgy)	Lecture	Khanh	Khanh
	Break				
3	10.30 - 11.30	Technical Briefing: - Pothole (Defect 16) , Camber reshaping (Defect 19) Refill embankment slip (Defect 6) Ponding (Defect 17)	Lecture	DZung	DZung
	Lunch				
4	13.30 - 15.00	Presentation preparation by small group, each dealing with one defect	Practical	DZung and TuÊn Facilitated by Khanh and Linh	
	Break				
5	15.30 - 16.30	Presentation by 4 Groups (15 minutes each)	Practical	DZung and TuÊn Facilitated by Khanh and Linh	Groups

Day 5: Review of three day course for communes

Session	Time	Content	Format	Presenter	Prepared by
1	07.30 - 07.45 07:45 - 09:10	a) Introduction b) TOT, Day 1 Course given to commune staff	Practical	Khanh Facilitated by Dzung,Linh	Khanh,linh
	Break				
2	09.10 - 10.25	TOT, Day 2 Course given to Commune staff	Practical	Khanh Facilitated by Dzung,Linh	Khanh,linh
3	10.25 - 11.40	TOT Day 3 Course given to commune staff	Practical	Khanh Facilitated by Dzung,Linh	Khanh,linh
4	11.40 - 12.10	c) End Course assessment	Form filling	Participants	Linh
5	12.10 - 12.25	d) Post-Course EE b) Closing speeches	Form filling	Participants	Linh
6	12.25 - 12.40	c) Certification awards	Presentation in Main hall	David Brazier	Linh

- **The RT2 Course trainers and Facilitators** : As for the another RT2 TOT Courses in HaNoi and Da Nang, the RT2 has invited Mr. Dzung, Mr. Tuan and Mr. Khanh –His former staff and RT2 TOT Course Trainers to the HCM TOT Course. Mr. Dzung, Mr. Tuan were in charge of Maintenance Technical training and Mr. Khanh was in charge of Training techniques (See them in Timetable).

- **The Participants** : According to the LOA with Provinces, The Consultant invited 03 participants/every PDOT.

Therefore there were 24 PDOT staff of 8 Southern provinces attended the HCM ToT course.

Participant information details : Please see the appendix 4

TOT Course Effectiveness Evaluation (EE). The Consultant has took the Course EE at the start and end of the 5 day course (Pre-course and Post Course EE). Please see appendix 5 :

End course Assessment (the feedback from Participants) : was taken by the Consultant by the end of the Course. Please see the appendix 6 :

The forms of Participant information details, TOT Course Effectiveness Evaluation (EE), and End course Assessment are extracted from RT2 forms.

TOT course Assessment: (Apply the RT2 Course assessment form)

HCM TOT Course Assessment

Start date : 28 March. 2005

Mark	Assessment	1	2	3	4	5	6
		Precourse preparation	Course implementation				
			Lecture	Interaction	Exercise	Field practice	Timetable
10	Excellent						
9	Very good	9	9				9
8	Good				8		
7	Reasonable			7		7	
6	Average						
5	Below Average						
4	Poor						
3							
2	Very Poor						
1							

Problems raised and solutions :

There are only 21 on total 24 trainees of Ho Chi Minh TOT Course have got the RT2 commune Handbook training Certificates. 03 Binh Dinh PDOT staff have quited the Course on 2-nd and 3-th days with out reasons and they have not got the certificate. It means, the Binh Dinh PDOT up to now have no Trainers qualified for Commune Maintenance Handbook training.

Solutions :

- The Consultant has sent a letters to Binh Dinh PDOT and Binh Dinh PPC on date of 8 April.05 (a Week After the Course Finished) and has reported on the attitude of the 03 Binh Dinh TOT Course Participants.
 - The Binh Dinh PDOT has sent feedback to Consultant on date of 14 April.05 and expressed his regrets for his staff and proposed the Consultant to take measure to help him to continue the Commune handbook training for his provinces.
 - Consultant has submit the Binh Dinh Proposal to Seacap Local Manager Mis Minh Nguyet and RT2 office to have the advice. The solution follow was issued for Binh Dinh PDOT:
- 1- The Binh Dinh PDOT to send 03 his transport staff (Should be 02 from 03 old HCM TOT Course participants, except Mr. Cong who has not good conduct and bad attitude to RT2

training) to attend an additional 3 day Commune handbook training Course in Quang Ngai (QNI_01).

- 2- These new Participants have to attend 03 course fully. The Seacap-10 Southern Training Manager will supervise them accurately. They have to got the certificate on 03 day Commune handbook training given by Quang Ngai PDOT.
- 3- The Seacap-10 Southern Training Manager will check on the training attitude and the certificate of 03 Binh Dinh PDOT staff and will report to Consultant and Project Managers to continue the support to Binh Dinh Handbook training as scheduled.
- 4- The Binh Dinh PDOT will be in charge of all expenses of his 03 trainers.
- 5- According to the Consultant Advice and suggestions, The Binh Dinh PDOT has assigned 03 his PDOT trainers to attend the additional 3 day Handbook training in Quang Ngai and They have got the Commune Handbook training certificates from Quang Ngai PDOT. So the Binh Dinh Problem on PDOT Trainers was solved.

Through the HCM TOT Course Effectiveness Evaluation (EE), It's clearly that the maintenance knowledge of the participants (PDOT Trainers) after 5 day training significantly raised. The Consultant hope that the PDOT staff who attended this TOT course will be a good trainers for Commune handbook training of their Provinces.

Photo her

Mr. David Brazier- the Manager of RT2 PSP awards the Maintenance Handbook training certificates to the Participants of southern TOT Course.

II- 3 DAY COMMUNE HANDBOOK TRAINING IMPLEMENTATION FOR SEACAP-10 PROVINCES

CONCEPTS OF THE TRAINING COURSE

The three-day course consists of a series of technical sessions based on the new Rural Road Maintenance Handbook. These technical training sessions are supported by practical exercises and fieldwork aimed at improving the skills of commune staff to undertake road maintenance activities as specified in the Handbook.

Each day of the course consists of a mix of technical and practical sessions. The basic approach is to explain first how to undertake activities specified in the Handbook and then use practical exercises and field work to test how far these new skills and concepts have been understood by course participants. Each session therefore has its specific and stated objective. Together these objectives contribute to the overall objective of each day and ultimately to the overall course objective.

COURSE OBJECTIVE

The main instructional objective of the course is that on completion of the course, participants are able to :

plan and deliver effective road maintenance for commune roads using the guidelines of the Rural Road Maintenance Handbook for Communes

The objectives of individual sessions are contained in their supporting training material.

IDENTIFICATION AND INVITATION OF PARTICIPANTS

Identifying the correct participants is vitally important. It is pointless to invite someone who is not directly involved in the topics covered and not invite someone who is. The number of participants on the course is normally limited to about 25 –30, although with two trainers it can be expanded to 40 persons.

Invitations to participants should be issued well in advance. This enables them to plan for the course. They are able to plan their present work programme and arrange cover while on the course.

Course Timetable

The Course Timetable is in the Participants' Guide. This should be distributed to the Participants. The times shown are only an indication and the Trainer can modify the timetable so as to make sure that session objectives are achieved. It may take longer to cover certain sessions than originally envisaged. The Trainer should take a note of the time taken to cover the various sections since this information may prove useful in carrying out a revision to this course.

Session	Time	Content	Format
Day 1 Road Defects			
1a	8:00 -8:30	Introductory Speeches	Speeches
1b	8:30 - 9:00	Introduction to the Handbook Contents	Presentation
2	09:00 - 10:00	Road Defects (part 1) Chapter 5 : Vegetation, Earth Works, Shoulder and Cleansing, Road Surface	Lecture
	Break		
3	10:30 - 11:30	Road Defects (part 2) Chapter 5 : Road Signs, Structures, Other defects	Lecture
	Lunch		
4	13:00 - 14:30	Field inspection of defects by small supervised groups	15 minute lecture then field work
	Break		
5	15:00 - 16:00	Field Inspection (continued) Conclusion of Sessions 4 and 5	Field work
6	16:00 - 17:00	Introduction to Field Survey Form and Condition Assessment General Rating and reporting (Table 8 and Chapter 2)	Lecture
Day 2 Organising Maintenance			
7	7:30 - 8:30	Field Work by small groups (less than 10) on different road sections on site	Field work
8	8:30 - 10:00	Field Work by small groups (less than 10) on different road sections on site - continued	Field work
	Break		
9	10:30 -11:30	Roles and Responsibilities and Implementation Options (Chapter 4)	Lecture
	Lunch		
10	13:30 - 14:30	Maintenance Planning	Lecture
	Break		
11	15:00 - 16:00	Introduction to Bill of Quantities (Table 10)	Lecture
12	16:00 - 17:00	Classroom exercise to complete bill of quantities (Table 10) from pre-prepared Table 8	Practical
Day 3 Funding and Planning for Maintenance			
13	8:00 - 9:00	Funding Options; (Chapter 3)	Lecture
14	9:00 - 10:00	Guided Practical by small groups (less than 10) to produce an annual plan	Practical
	Break		
15	10:30 - 11:30	Guided Practical by small groups (less than 10) to produce an annual plan	Practical
16	11:30 - 12:00	Resume of Course Course Evaluation and Assessment	Practical

According to the LOAs signed between Seacap-10 Consultant and PPCs and PDOTs of 21 Seacap-10 Provinces, the Maintenance Handbook Training was implemented for all 21 Provinces

on the Training Schedule Agreed. (see the Appendix 7 - the Seacap-10 Training Schedule.Rev6).
The PDOTs were Responsible on:

- Organization of the Training Course basing on the RT2 norms such as : available of 03 PDOT trainers/course, Number of Participants of one training course should not exceeded 40 persons with the Project target: 02 Transport staff/District, 01 Transport staff/Commune.
- Provincial Contributions with the estimated value about 10% of project supported budget such as : Lessons room, Travel cost for 1 day field trip, classroom service,,.
- The Maintenance certificates for Participants (Commune and district transport staff)

The Seacap-10 Consultant was responsible on:

- Supply the Training Materials (Maintenance Handbooks), Training Budget basing on the RT2 norms and supported budget agreed .
- M&E of the Provincial Training implementation.
- Training Reports to the Donnor and MOT.

II.1 Summarising the training courses delivered

TRAINING COURSE REPORT Summary

No	Name of Provinces	Number of Courses	Participant from :			Target number of participants	Percentage of attendance	Notes
			Districts	Communes	Total			
1	Phu tho	7	17	249	266	270	99%	Finished
2	Yen Bai	5	13	157	170	173	98%	Finished
3	Ha Giang	6	19	173	192	200	96%	Finished
4	Lao Cai	5	19	140	159	159	100%	Finished
5	Hai Phong	5	16	150	166	168	99%	Finished
6	Ha Noi	3	7	97	104	109	95%	Finished
7	Hoa Binh	6	20	192	212	215	99%	Finished
8	Son La	6	18	187	205	209	98%	Finished
9	Lang Son	6	20	207	227	227	100%	Finished
10	Cao Bang	6	21	173	194	199	97%	Finished
11	Bac can	4	9	115	124	126	98%	Finished
12	Bac Giang	6	16	204	220	224	98%	Finished
13	Thai Nguyen	4	13	142	155	158	98%	Finished
14	Quang Ngai	5	24	151	175	188	93%	Finished
15	Kon Tum	3	12	68	80	93	86%	Finished
16	Binh Dinh	4	19	112	131	147	89%	Finished
17	Phu Yen	3	14	88	102	103	99%	Finished
18	Sai Gon	2	5	49	54	68	79%	Finished
19	Ben Tre	4	12	143	155	158	98%	Finished
20	Tra Vinh	3	11	70	81	98	83%	Finished
21	Soc Trang	3	14	84	98	103	95%	Finished
	Total	96	319	2951	3270	3395	96%	(Average)

Notes : **The red** - below the target (95%)

The following are the training course Details of every provinces:

Training Course report
Province: Phu Tho

No	Course Reference	Actual start Date	Participants from :			Target number of participants	Percentage of attendance
			Districts	Communes	Total		
1	PTO_01	24-Feb	2	32	34	36	94%
2	PTO_02	28-Feb	2	36	38	40	95%
3	PTO_03	07-Mar	3	34	37	37	100%
4	PTO_04	16-Mar	3	33	36	39	92%
5	PTO_05	21-Mar	2	39	41	39	105%
6	PTO_06	06-Apr	4	36	40	38	105%
7	PTO_07	11-Apr	1	39	40	41	98%
Total			17	249	266	270	99%

Phot here

Opening ceremony of Training course PTO_01 , Province Phu Tho

Phot here

Group work during the field trip of PTO-03: Measure of the volume of road defects

TRAINING COURSE REPORT

Province: Yen Bai

No	Course Reference	Actual start Date	Participants from :			Target number of participants	Percentage of attendance
			Districts	Communes	Total		
1	YBI_01	09-Mar	1	31	32	34	94%
2	YBI_02	14-Mar	3	35	38	39	97%
3	YBI_03	23-Mar	3	37	40	39	103%
4	YBI_04	30-Mar	2	31	33	33	100%
5	YBI_05	04-Apr	4	23	27	28	96%
Total			13	157	170	173	98%

Phot here

The Yen Bai PDOT Trainer facilitate the training course

Phot here

Mr. David Brazier- The Manager of RT2 PSP and Mr. Legiang visit the course YBI_02

Phot here

The Certificate award ceremony on Maintenance Handbook training for Commune transport staff YBI_03

TRAINING COURSE REPORT

Province: Ha Giang

No	Course Reference	Actual start Date	Participants from :			Target number of	Percentage of attendance
----	------------------	-------------------	---------------------	--	--	------------------	--------------------------

			Districts	Communes	Total	participants	
1	HGG_01	30-Mar	3	23	26	28	93%
2	HGG_02	04-Apr	2	24	26	27	96%
3	HGG_03	13-Apr	4	33	37	38	97%
4	HGG_04	18-Apr	4	27	31	33	94%
5	HGG_05	27-Apr	4	42	46	47	98%
6	HGG_06	05-May	2	24	26	27	96%
Total			19	173	192	200	96%

TRAINING COURSE REPORT
Province: Lao Cai

No	Course Reference	Actual start Date	Participants from :			Target number of participants	Percentage of attendance
			Districts	Communes	Total		
1	LCI_01	06-Apr	5	35	40	28	143%
2	LCI_02	11-Apr	4	33	37	33	112%
3	LCI_03	23-Apr	3	21	24	33	73%
4	LCI_04	04-May	2	22	24	32	75%
5	LCI_05	09-May	5	29	34	33	103%
Total			19	140	159	159	100%

Phot here

Opening ceremony of LCI_01 , Province Lao Cai

Phot here

Group 2 classroom exerscise presentation

Phot here

Training Course LCI_02, Province Lao Cai

TRAINING COURSE REPORT
Province: Ha Noi

No	Course Reference	Actual start Date	Participants from :			Target number of participants	Percentage of attendance
			Districts	Communes	Total		
1	HNI_01	06-Apr	1	30	31	37	84%
2	HNI_02	11-Apr	2	32	34	38	89%
3	HNI_03	19-Apr	4	35	39	34	115%
Total			7	97	104	109	95%

TRAINING COURSE REPORT
Province: Hai Phong

No	Course Reference	Actual start Date	Participants from :			Target number of	Percentage of attendance
----	------------------	-------------------	---------------------	--	--	------------------	--------------------------

			Districts	Communes	Total	participants	
1	HPG_01	30-Mar	2	35	37	37	100%
2	HPG_02	04-Apr	4	31	35	35	100%
3	HPG_03	13-Apr	4	28	32	33	97%
4	HPG_04	18-Apr	4	26	30	32	94%
5	HPG_05	25-Apr	2	30	32	31	103%
Total			16	150	166	168	99%

TRAINING COURSE REPORT

Province: Hoa Binh

No	Course Reference	Actual start Date	Participants from :			Target number of participants	Percentage of attendance
			Districts	Communes	Total		
1	HBH_01	20-Apr	5	30	35	33	106%
2	HBH_02	25-Apr	4	27	31	33	94%
3	HBH_03	04-May	2	34	36	37	97%
4	HBH_04	09-May	3	34	37	39	95%
5	HBH_05	18-May	2	33	35	36	97%
6	HBH_06	23-May	4	34	38	37	103%
Total			20	192	212	215	99%

Phot here

Hoa Binh PPC and PDOT Leaders, Sea cap-10 Training Manager on the Opening ceremony of training course HBH-01

Phot here

Group 1 of HBH-02 on field practice

Phot here

Class Exercise on Rural road Maintenance Planing – Group discussion

TRAINING COURSE REPORT

Province: Son La

No	Course Reference	Actual start Date	Participants from :			Target number of participants	Percentage of attendance
			Districts	Communes	Total		
1	SLA_01	27-Apr	2	36	38	38	100%
2	SLA_02	02-May	3	34	37	38	97%
3	SLA_03	11-May	3	33	36	37	97%
4	SLA_04	16-May	4	25	29	31	94%
5	SLA_05	25-May	4	31	35	38	92%
6	SLA_06	30-May	2	28	30	27	111%
Total			18	187	205	209	98%

Phot here

The PDOT trainer introduce the Maintenance Handbook to the Participants of SLA_01

Phot here

Group classroom exercise of SLA-01

Phot here

The Son La Commune Transport staff are welcome to the Seacap-10 Maintenance handbook Training Course

TRAINING COURSE REPORT

Province: Bac Giang

No	Course Reference	Actual start Date	Participants from :			Target number of participants	Percentage of attendance
			Districts	Communes	Total		
1	BGG_01	28-Jul	3	35	38	39	97%
2	BGG_02	01-Aug	3	37	40	40	100%
3	BGG_03	10-Aug	2	33	35	36	97%
4	BGG_04	15-Aug	2	32	34	35	97%
5	BGG_05	24-Aug	2	34	36	37	97%
6	BGG_06	29-Aug	4	33	37	37	100%
Total			16	204	220	224	98%

Phot here

Bacgiang Province: Introduction of Maintenance Handbook to Commune Transport staff of BGG_2

Phot here

Mr. Nam Anh – the Seacap-10 Northern Training Manager explain to Commune Participant how to fill the effectiveness form in BGG_01

TRAINING COURSE REPORT

Province: Bac Can

No	Course Reference	Actual start Date	Participants from :			Target number of participants	Percentage of attendance
			Districts	Communes	Total		
1	BCN_01	15-Jun	3	31	34	35	97%
2	BCN_02	20-Jun	2	32	34	35	97%
3	BCN_03	29-Jun	2	26	28	29	97%
4	BCN_04	04-Jul	2	26	28	27	104%
Total			9	115	124	126	98%

Phot here

The Bac Can PDOT trainer introduce the Maintenance Handbook to Commune Participant of BCN_02

Phot here

Preparation to field exercise of BCN-04

TRAINING COURSE REPORT

Province: Thai Nguyen

No	Course Reference	Actual start Date	Participants from :			Target number of participants	Percentage of attendance
			Districts	Communes	Total		
1	TNN_01	22-Jun	1	37	38	39	97%
	TNN_02	28-Jun	4	34	38	39	97%
	TNN_03	13-Jul	4	36	40	41	98%
	TNN_04	18-Jul	4	35	39	39	100%
	Total		13	142	155	158	98%

Phot here

Opening ceremony of TNN_01 , Province Thai Nguyen

Phot here

Field Exercise of TNN_04

TRAINING COURSE REPORT

Province: Cao Bang

No	Course Reference	Actual start Date	Participants from :			Target number of participants	Percentage of attendance
			Districts	Communes	Total		
1	CBG_01	08-Jun	4	27	31	31	100%
2	CBG_02	13-Jun	3	26	29	31	94%
3	CBG_03	22-Jun	4	29	33	34	97%
4	CBG_04	27-Jun	2	31	33	35	94%
5	CBG_05	06-Jul	4	33	37	37	100%
6	CBG_06	11-Jul	4	27	31	31	100%
	Total		21	173	194	199	97%

Phot here

Mr. N.D.Linh - The Seacap-10 Consultant Manager has the speak in Opening ceremony in the Training course CBG_05 Province Cao Bang. From Left to Right Mr. N.D Linh , Mr. Cao Tien Son- Director Of Cao Bang PDOT, Mr. Trieu – PDOT Trainer

Phot here

Mr. Trieu and Mr. Hung- The Cao Bang PDOT Trainers during the Training Course

Phot here

Group presentation of Classroom Exercise in Training course CBG-04

TRAINING COURSE REPORT

Province: Lang Son

No	Course Reference	Actual start Date	Participants from :			Target number of participants	Percentage of attendance
			Districts	Communes	Total		
1	LSN_01	03-Aug	4	30	34	36	94%
2	LSN_02	08-Aug	4	38	42	42	100%
3	LSN_03	17-Aug	4	39	43	42	102%
4	LSN_04	22-Aug	3	37	40	40	100%
5	LSN_05	29-Aug	3	33	36	35	103%
6	LSN_06	06-Sep	2	30	32	32	100%
Total			20	207	227	227	100%

Phot here

The Training participants of LSN-02, Province Lang Son

Phot here

Field Trip of LSN-03

TRAINING COURSE REPORT

Province: Quang Ngai

No	Course Reference	Actual start Date	Participants from :			Target number of participants	Percentage of attendance
			Districts	Communes	Total		
1	QNI_01	12-May	2	25	27	37	73%
2	QNI_02	17-May	5	32	37	38	97%
3	QNI_03	23-May	6	25	31	38	82%
4	QNI_04	30-May	5	30	35	38	92%
5	QNI_05	06-Jun	6	39	45	37	122%
Total			24	151	175	188	93%

TRAINING COURSE REPORT

Province: Kon Tum

No	Course Reference	Actual start Date	Participants from :			Target number of participants	Percentage of attendance
			Districts	Communes	Total		
1	KTM_01	18-May	3	24	27	32	84%
2	KTM_02	25-May	3	16	19	32	59%
3	KTM_03	31-May	6	28	34	29	117%
Total			12	68	80	93	86%

TRAINING COURSE REPORT

Province: Binh Dinh

No	Course Reference	Actual start Date	Participants from :			Target number of participants	Percentage of attendance
			Districts	Communes	Total		
1	BDH_01	16-Jun	3	17	20	36	56%
	BDH_02	20-Jun	3	27	30	38	79%
	BDH_03	06-Jul	7	34	41	35	117%
	BDH_04	11-Jul	6	34	40	38	105%
Total			19	112	131	147	89%

TRAINING COURSE REPORT

Province: Phu Yen

No	Course Reference	Actual start Date	Participants from :			Target number of participants	Percentage of attendance
			Districts	Communes	Total		
1	PYN_01	22-Jun	5	26	31	34	91%
	PYN_02	27-Jun	4	30	34	33	103%
	PYN_03	04-Jul	5	32	37	36	103%
Total			14	88	102	103	99%

TRAINING COURSE REPORT

Province: Sai Gon

No	Course Reference	Actual start Date	Participants from :			Target number of participants	Percentage of attendance
			Districts	Communes	Total		
1	SGN_01	25-Jul	4	22	26	33	79%
2	SGN_02	01-Aug	1	27	28	35	80%
Total			5	49	54	68	79%

Phot here

Mr. N.D.Linh- The Sea cap-10 Consultant Manager has the speak in the opening ceremony of Training course SGN_01, Province Saigon. From Left to Right: Mr. Cuong- The southern Consultant Training manager, Mr. N.D. Linh, Mr. Tran Dinh Huu- The Vice Director of Transport college of Middle Area(Consultant Unit), Mr. Nam – The Director of Saigon Transport College (Training Supplier unit) are in opening ceremony.

TRAINING COURSE REPORT

Province: Ben Tre

No	Course Reference	Actual start Date	Participants from :			Target number of participants	Percentage of attendance
			Districts	Communes	Total		
1	BTE_01	21-Jul	4	35	39	40	98%
2	BTE_02	27-Jul	4	26	30	40	75%
3	BTE_03	02-Aug	2	46	48	38	126%
4	BTE_04	08-Aug	2	36	38	40	95%
Total			12	143	155	158	98%

TRAINING COURSE REPORT

Province: Tra Vinh

No	Course Reference	Actual start Date	Participants from :			Target number of participants	Percentage of attendance
			Districts	Communes	Total		
1	TVH_01	18-Aug	4	19	23	32	72%
2	TVH_02	23-Aug	3	23	26	33	79%
3	TVH_03	30-Aug	4	28	32	33	97%
Total			11	70	81	98	83%

TRAINING COURSE REPORT

Province: Soc Trang

No	Course Reference	Actual start Date	Participants from :			Target number of participants	Percentage of attendance
			Districts	Communes	Total		
1	STG_01	24-Aug	4	29	33	34	97%
2	STG_02	29-Aug	4	29	33	35	94%
3	STG_03	06-Sep	6	26	32	34	94%
Total			14	84	98	103	95%

II.2 - Training course Participant information analysis

Before the training course starts, the Participants were required to fill up the Project form: "Participant informations". The Course organizer to select them and deliver them to Seacap-10 Consultant. The Consultant have summarized them of all training courses in one list "Participant information" below:

**3 day training courses for Non RT2 Provinces -
Participant information Summary analysis**

No	Name of Provinces	Year of birth (average)	Educational level				Gov. position			Actual number of participants
			Pri- mar y	Se- con- dary	High schoo l	Col- lege	Transport staff	Com- mune leader	Leader of another org.	
1	Phu tho	1966	0	25	204	37	255	10	1	266
2	Yen Bai	1970	0	38	122	10	142	16	12	170
3	Ha Giang	1971	18	53	105	16	137	38	17	192
4	Lao Cai	1966	32	48	63	16	85	71	3	159
5	Hai Phong	1963	0	3	132	31	163	3	0	166
6	Ha Noi	1963	0	12	77	15	99	5	0	104
7	Hoa Binh	1966	2	74	124	12	182	8	22	212
8	Son La	1962	2	79	115	9	19	186	0	205
9	Lang Son	1970	2	60	138	27	163	58	6	227
10	Cao Bang	1970	3	26	147	18	140	49	5	194
11	Bac can	1971	2	10	105	7	121	3	0	124
12	Bac Giang	1964	0	53	147	20	214	6	0	220
13	Thai Nguyen	1964	0	16	117	22	95	60	0	155
14	Quang Ngai	1969	0	29	132	14	171	4	0	175
15	Kon Tum	1967	0	41	30	9	58	21	1	80
16	Binh Dinh	1966	1	18	95	17	128	3	0	131
17	Phu Yen	1967	3	11	82	6	102	0	0	102
18	Sai Gon	1971	0	2	47	5	54	0	0	54
19	Ben Tre	1972	0	11	137	7	152	3	0	155
20	Tra Vinh	1971	0	14	37	30	72	9	0	81
21	Soc Trang	1969	0	16	75	7	97	1	0	98
	Total	1968	65	639	2231	335	2649	554	67	3270
	%		2%	20%	68%	10%	81%	17%	2%	100%

See the Course participant information details in the attachment ([Appendix 8](#) – Participant information)

Consultant comments: from the table above, we have the following interesting figure (average value):

- 2% of participants have the Primary Educational level, 20% - Secondary, 68% High school and 10% of one have the College educational level. It's not surprised that Ha giang and Lao Cai (The most remote mountainous regions) have the commune Transport staff with lowerst educational Level.The commune Transport staff of The Provinces Phu Tho, Hai phong and Tra Vinh have the highest educational level (College level of Phu tho is 14%, Hai phong- 19% and Tra Vinh- 37%).
- 81% of Participants are Commune transport staff, 17% - are Commune leaders and 2% of one are leaders of another organizations. Among the number of commune transport staff, a large number of Course participants is Commune leaderes. The Highest number of one are: province Lao cai (Appr. 49%), Son La (appr. 90%), Lang Son 24%, and Thai Nguyen

(appr. 40%). It's good because The commune Leaders can affect well the Commune Maintenance institutions.

- The year of Birth (Average) is 1968, it means the participant ages are 37. Son La Province has the most old commune Transport staff (year of Birth 1962 average) and BenTre Province has the most young one (year of Birth 1972 average) .

II.3 : Training M&E: The Consultant M&E of Commune Handbook training implementation Period of every Province was based on RT2 Forms and criteria and covered the following activities:

- 50% of training courses were supervised by Consultant training Managers.
- At 50% of training courses , The Training Course Assessment was carried out by Consultant training Managers (See Appendix 9 - Course Assessment) .
- At least 01 training Course (15 to 20% of total) of every province, the Course Effectiveness Evaluation was carried out at the start and the end of the Course.

Every Course the Participants were required to fill a “ feedback” forms to submit to the Consultant:

- Participant informations
- End course assessment (Course Feedback from Participants)

Besides, the RT2 Training Team carried out the “Spot Check” of the 9 courses/21Provinces (See RT2 Training report in next page).

II.3.1 – Training course Assessment

The following are the comments on Provincial Training implementation of the Seacap-10 Northern and southern training managers:

II.3.1.a – Seacap10 Northern Provinces (Mr. Nam Anh – Northern Training Manager Report with Photos of Training courses – See Training Training course Photos attached).

1. Province Phu Tho

- Date of Training implementation:
From 24/02/2005 to 13/04/2005.
- Training venue :
Viet Tri City – Phu Tho Province.
- Total number of training course: 07
- Target Number of Trainees: 270.
- Actual number of Trainees: 266.
- Percentage of attendance: 98,5%

a. Training course Preparations:

- The Lesson hall is in city Hotel . It's fresh with enough seats, good sound equipment and light system.
- Training aids: Use the forms on A0 Papers and white board .
- The training materials are satisfactory on the quantity and quality.The HIV/AIDS Materials were delivered by Course organizer to Commune and district staff with the Consultant instructions where to deliver them.
- The lunches, dinners and hotel rooms for participants during the Training courses were arranged in the hotel nearby .
- The letters of invitation to training course Participants were prepared thoughtfully as required.
- The PDOT leaders were interested in the organisation and implementation of Training Courses.
- The local TV agent were invited to opening ceremony of training Courses by PDOT to broadcasting of the Project training Programme ..

b. Training course implementation Process .

- The PDOT Trainers are qualified, enthusiastic and have a sense of responsibility .
- The training schedule and programme were realized by PDOT Trainers were exact as RT2 programme. During the lessons, the trainers have well used the Discussion, interaction between one another to stimulate the participant creativeness.
- However, The PDOT Trainers have no much experiences in Training, therefore the lessons and the use of training aids were not very effective..
- There was a bus with enough seats for field trip. The Road selected was specific with presence of almost defects. The field Trip was organised well. The District participants (almost are the transport engineers) were assigned as the group leaders so that they could facilitate the group work during the field trip.
- The participants were supplied enough Training materials.

c. General Comments on 07 Phu tho Training courses.

- Under the Project support, thanks to the good co-ordination between Project, PPC and PDOT, the high responsibilities of PDOT Trainers and PDOT Course organizer, during 02 months, The Phu Tho PDOT has organized all their 07 training courses successfully .
- Recommendations: The multimedia owerhead should be used as the most effective training aids to make the lessons more exciting and attractive. .
- The Phu Tho PDOT would like to have the next Project training programme especially in the human resource capacity training to Rural road transport.

2. Yen bai Province

- Date of Training implementation:
From 24/02/2005 to 06/04/2005.
- Training venue :
Yen Bai City – Yen bai Province.
- Total number of training course: 05
- Target Number of Trainees: 180.
- Actual number of Trainees: 170.
- Percentage of attendance: 94,4%

a. Training course Preparations:

- The Lesson hall is fresh with enough seats, good sound equipment and light system.
- Training aids: Use the forms on A0 Papers and white boad .
- The training materials, Pens, Notebooks and Prtactical tools are satisfactory on the quantity and quality. The HIV/AIDS Materials were delivered by Course organizer to Commune and district staff with the Consultant instructions where to deliver them.
- The lunchs, dinners and hotel rooms for participants during the Training courses were arranged in the hotel nearby .
- The letters of invitation to training course Participants were prepared as planned.

- The PDOT leaders were interested in the organisation and implementation of Training Courses.
- The local TV agent were invited to opening ceremony of training Courses by PDOT to broadcasting of the Project training Programme ..

b. Training course implementation Process .

- The PDOT Trainers are qualified, enthusiastic and have a sense of responsibility .
- The training schedule and programme were realized by PDOT Trainers were exact as RT2 programme. During the lessons, the trainers have well used the Discussion, interaction between one another to stimulate the participant creativeness.
- However, The PDOT Trainers have no much experiences in Training, therefore the lessons and the use of training aids were not very effective..
- There was a bus with enough seats for field trip. The Road selected was specific with presence of almost defects. The field Trip was organised well. The District participants (almost are the transport engineers) were assigned as the group leaders so that they could facilitate the group work during the field trip.
- The participants were supplied enough Training materials.

c. General Comments on 05 Yen bai Training courses.

- Under the Project support, thanks to the good co-ordination between Project, PPC and PDOT, the high responsibilities of PDOT Trainers and PDOT Course organizer, during 02 months, The Yen Bai PDOT has organized all their 05 training courses successfully .
- Recommendations: The multimedia overhead should be used as the most effective training aids to make the lessons more exciting and attractive. The Letter of invitation to Participants to be prepared more thoughtfully in well planed schedule .
- The Yen Bai PDOT would like to have the next Project training programme especially in the Commune human resource capacity training .

3. Hoa Binh Province

Date of Training implementation:

From 20/04/2005 to 25/05/2005.

- Training venue :
Hoa Binh City – Hoa Binh Province.
- Total number of training course: 06
- Target Number of Trainees: 215.
- Actual number of Trainees: 212.
- Percentage of attendance: 98,6%

a. Training course Preparations:

- The Lesson hall is fresh with enough seats, sound equipment and light system were satisfactory.
- Training aids: Use the forms on A0 Papers and white board .
- The training materials, Pens, Notebooks and Prtactical tools are satisfactory on the quantity and quality. The HIV/AIDS Materials were delivered by Course organizer to Commune and district staff with the Consultant instructions where to deliver them.
- The lunchs, dinners and hotel rooms for participants during the Training courses were arranged in the hotel nearby .
- The letters of invitation to training course Participants were prepared as planned.

- The PDOT leaders were interested in the organisation and implementation of Training Courses.
- The local TV agent were invited to opening ceremony of training Courses by PDOT to broadcasting of the Project training Programme ..

b. Training course implementation Process .

- The PDOT Trainers are qualified, enthusiastic and have a sense of responsibility .
- The training schedule and programme were realized by PDOT Trainers were exact as RT2 programme. During the lessons, the trainers have well used the Discussion, interaction between one another to stimulate the participant creativeness.
- However, The PDOT Trainers have no much experiences in Training, therefore the lessons and the use of training aids were not very effective..
- There was a bus with enough seats for field trip. The Road selected was specific with presence of almost defects. The field Trip was organised well. The District participants (almost are the transport engineers) were assigned as the group leaders so that they could facilitate the group work during the field trip.
- The participants were supplied enough Training materials.

C. General Comments on 06 Hoa Binh Training courses.

- Under the Project support, thanks to the good co-ordination between Project, PPC and PDOT, the high responsibilities of PDOT Trainers and PDOT Course organizer, during 02 months, The Hoa Binh PDOT has organized all their 06 training courses successfully .
- Recommendations: The multimedia overhead should be used as the most effective training aids to make the lessons more exciting and attractive. The Letter of invitation to Participants to be prepared more thoughtfully in well planed schedule .
- The Hoa Binh PDOT would like to have the next Project training programme especially in the Commune human resource capacity training .

4. SƠN LA PROVINCE

Date of Training implementation:

From 27/04/2005 to 01/06/2005.

- Training venue :

Son La City – Son La Province.

- Total number of training course: 06
- Target Number of Trainees: 209.
- Actual number of Trainees: 205.
- Percentage of attendance: 98,1%

a. Training course Preparations:

- The Lesson hall is fresh with enough seats, sound equipment and light system were satisfactory.
- Training aids: Use the forms on A0 Papers and white board and multimedia overhead.
- The training materials, Pens, Notebooks and Prtactical tools are satisfactory on the quantity and quality. The HIV/AIDS Materials were delivered by Course organizer to Commune and district staff with the Consultant instructions where to deliver them.
- The lunches, dinners and hotel rooms for participants during the Training courses were arranged in the hotel nearby .

- The letters of invitation to training course Participants were prepared well as planned.
- The PDOT leaders were interested in the organisation and implementation of Training Courses.
- The local TV agent were invited to opening ceremony of training Courses by PDOT to broadcasting of the Project training Programme ..

b. Training course implementation Process .

- The PDOT Trainers are qualified, enthusiastic and have a sense of responsibility .
- The training schedule and programme were realized by PDOT Trainers were exact as RT2 programme. During the lessons, the trainers have well used the Discussion, interaction between one another to stimulate the participant creativeness.
- However, The PDOT Trainers have no much experiences in Training, therefore the lessons and the use of training aids were not very effective..
- There was a bus with enough seats for field trip. The Road selected was specific with presence of almost defects. The field Trip was organised well. The District participants (almost are the transport engineers) were assigned as the group leaders so that they could facilitate the group work during the field trip.
- The participants were supplied enough Training materials.

C. General Comments on 06 Son La Training courses.

- Under the Project support, thanks to the good co-ordination between Project, PPC and PDOT, the high responsibilities of PDOT Trainers and PDOT Course organizer, during 02 months, The Son La PDOT has organized all their 06 training courses successfully .
- Recommendations: Among the commune participants, the PDOT should invite the staff who is in charge of transport , construction or irrigation.
- The Son La PDOT would like to have the next Project training programme especially in the Commune human resource capacity training .

5. BAC KAN PROVINCE

Date of Training implementation:

From 16/06/2005 to 16/07/2005.

- Training venue :

Bac Can City – Bac Can Province.

- Total number of training course: 04
- Target Number of Trainees: 126.
- Actual number of Trainees: 124.
- Percentage of attendance: 98,4%

a. Training course Preparations:

- The Lesson hall is fresh with enough seats, sound equipment and light system were satisfactory.
- Training aids: Use the forms on A0 Papers with color Printing and white board .
- The training materials, Pens, Notebooks and Practical tools are satisfactory on the quantity and quality. The HIV/AIDS Materials were delivered by Course organizer to Commune and district staff with the Consultant instructions where to deliver them.

- The lunches, dinners and hotel rooms for participants during the Training courses were arranged in the hotel nearby .
- The letters of invitation to training course Participants were prepared well as planned.
- The PDOT leaders were interested in the organisation and implementation of Training Courses.
- The local TV agent were invited to opening ceremony of training Courses by PDOT to broadcasting of the Project training Programme ..

b. Training course implementation Process .

- The PDOT Trainers are qualified, skilled and enthusiastic and have a sense of responsibility .
- The training schedule and programme were realized by PDOT Trainers were exact as RT2 programme. During the lessons, the trainers have well used the Discussion, interaction between one another to stimulate the participant creativeness.
- However, The PDOT Trainers have no much experiences in Training, therefore the lessons and the use of training aids were not very effective..
- There was a bus with enough seats for field trip. The Road selected was specific with presence of almost defects. The field Trip was organised well. The District participants (almost are the transport engineers) were assigned as the group leaders so that they could facilitate the group work during the field trip.
- The participants were supplied enough Training materials.

C. General Comments on 04 Bac Can Training courses.

- Under the Project support, thanks to the good co-ordination between Project, PPC and PDOT, the high responsibilities of PDOT Trainers and PDOT Course organizer, during a month, The Bac Can PDOT has organized all their 04 training courses successfully .
- Recommendations: The multimedia overhead should be used as the most effective training aids to make the lessons more exciting and attractive
- The Bac Can PDOT would like to have the next Project training programme especially in the Commune human resource capacity training .

6. THAI NGUYEN PROVINCE

- Training implementation :
from 22/06/2005 to 20/07/2005
- Training venue :
Thai Nguyen City, Thai Nguyen Province
- Total number of training course: 04
- Target Number of Trainees: 158.
- Actual number of Trainees: 155.
- Percentage of attendance: 98,1%

a. Training course Preparations:

- The Lesson hall is fresh with enough seats, sound equipment and light system were satisfactory.
- Training aids: Use the forms on A0 Papers , white board and multimedia overhead.
- The training materials, Pens, Notebooks and Practical tools are satisfactory on the quantity and quality. The HIV/AIDS Materials were delivered by Course organizer to Commune and district staff with the Consultant instructions where to deliver them.

- The lunches, dinners and hotel rooms for participants during the Training courses were arranged in the hotel nearby .
- The letters of invitation to training course Participants were prepared well as planed.
- The PDOT leaders were interested in the organisation and implementation of Training Courses.
- The local TV agent were invited to opening ceremony of training Courses by PDOT to broadcasting of the Project training Programme ..

b. Training course implementation Process .

- The PDOT Trainers are qualified, enthusiastic and have a sense of responsibility .
- The training schedule and programme were realized by PDOT Trainers were exact as RT2 programme. During the lessons, the trainers have well used the Discussion, interaction between one another to stimulate the participant creativeness.
- However, The PDOT Trainers have no much experiences in Training, therefore the lessons and the use of training aids were not very effective..
- There was a bus with enough seats for field trip. The Road selected was specific with presence of almost defects. The field Trip was organised well. The District participants (almost are the transport engineers) were assigned as the group leaders so that they could facilitate the group work during the field trip.
- The participants were supplied enough Training materials.

C. General Comments on 04 Thai Nguyen Training courses.

- Under the Project support, thanks to the good co-ordination between Project, PPC and PDOT, the high responsibilities of PDOT Trainers and PDOT Course organizer, during a month, The Thai Nguyen PDOT has organized all their 04 training courses successfully .
- Recommendations: The Trainers have better to have the own plan for every session. They should not to take too much time of multimedia overhead for lessons.
- The Thai Nguyen PDOT would like to have the next Project training programme especially in the Commune human resource capacity training .

7. Bac Giang Province

- Training implementation :
from 28/07/2005 to 01/09/2005
- Training venue :
Bac Giang City, Bac Giang Province
- Total number of training course: 06
- Target Number of Trainees: 224.
- Actual number of Trainees: 220.
- Percentage of attendance: 98,2%

a. Training course Preparations:

- The Lesson hall is fresh with enough seats, sound equipment and light system were satisfactory.
- Training aids: Use the forms on A0 Papers , white board and multimedia overhead.
- The training materials, Pens, Notebooks and Prtactical tools are satisfactory on the quantity and quality. The HIV/AIDS Materials were delivered by Course organizer to Commune and district staff with the Consultant instructions where to deliver them.
- The lunches, dinners and hotel rooms for participants during the Training courses were arranged in the hotel nearby .
- The letters of invitation to training course Participants were prepared well as planed.

- The PDOT leaders were interested in the organisation and implementation of Training Courses.
- The local TV agent were invited to opening ceremony of training Courses by PDOT to broadcasting of the Project training Programme ..

b. Training course implementation Process .

- The PDOT Trainers are qualified, skilled and enthusiastic and have a sense of responsibility .
- The training schedule and programme were realized by PDOT Trainers were exact as RT2 programme. During the lessons, the trainers have well used the Discussion, interaction between one another to stimulate the participant creativeness.
- However, The PDOT Trainers have no much experiences in Training, therefore the lessons and the use of training aids were not very effective..
- There was a bus with enough seats for field trip. The Road selected was specific with presence of almost defects. The field Trip was organised well. The District participants (almost are the transport engineers) were assigned as the group leaders so that they could facilitate the group work during the field trip.

C. General Comments on 06 Bac giang Training courses.

- Under the Project support, thanks to the good co-ordination between Project, PPC and PDOT, the high responsibilities of PDOT Trainers and PDOT Course organizer, during 02 months, the Bac Giang PDOT has organized all their 06 training courses successfully .
- The Bac Giang PDOT would like to have the next Project training programme especially in the Commune human resource capacity training .

8. LANG SON PROVINCE

- Training implementation :
from 03/08/2005 to 08/09/2005
- Training venue :
Lang Son City, Lang Son Province
- Total number of training course: 06
- Target Number of Trainees: 227.
- Actual number of Trainees: 227.
- Percentage of attendance: 100%

a. Training course Preparations:

- The Lesson hall is fresh with enough seats, sound equipment and light system were satisfactory.
- Training aids: Use the forms on A0 Papers , white board and multimedia overhead.
- The training materials, Pens, Notebooks and Practical tools are satisfactory on the quantity and quality. The HIV/AIDS Materials were delivered by Course organizer to Commune and district staff with the Consultant instructions where to deliver them.
- The lunches, dinners and hotel rooms for participants during the Training courses were arranged in the hotel nearby .
- The letters of invitation to training course Participants were prepared well as planned.
- The PDOT leaders were interested in the organisation and implementation of Training Courses.
- The local TV agent were invited to opening ceremony of training Courses by PDOT to broadcasting of the Project training Programme ..

b. Training course implementation Process .

- The PDOT Trainers are qualified, skilled and enthusiastic and have a sense of responsibility .
- The training schedule and programme were realized by PDOT Trainers were exact as RT2 programme. During the lessons, the trainers have well used the Discussion, interaction between one another to stimulate the participant creativeness.
- However, The PDOT Trainers have no much experiences in Training, therefore the lessons and the use of training aids were not very effective..
- There was a bus with enough seats for field trip. The Road selected was specific with presence of almost defects. The field Trip was organised well. The District participants (almost are the transport engineers) were assigned as the group leaders so that they could facilitate the group work during the field trip.

C. General Comments on 06 Lang Son Training courses.

- Under the Project support, thanks to the good co-ordination between Project, PPC and PDOT, the high responsibilities of PDOT Trainers and PDOT Course organizer, during 02 months, the Lang Son PDOT has organized all their 06 training courses successfully .
- Recommendations: The multimedia overhead should be used as the most effective training aids to make the lessons more exciting and attractive
- The Lang Son PDOT would like to have the next Project training programme especially in the Commune human resource capacity training .

9. HA GIANG PROVINCE

- Training implementation :
from 30/03/2005 to 05/05/2005
- Training venue :
Ha Giang City (HGG_01, HGG_02, HGG_06), Dong Van District (HGG_03), Yen Minh District (HGG_04), Hoang Su Phi District(HGG_05) - Ha Giang Province
- Total number of training course: 06
- Target Number of Trainees: 200.
- Actual number of Trainees: 192.
- Percentage of attendance: 96%

a. Training course Preparations:

- The training courses were organized by regions: The HGG_01, HGG_02, HGG_06 were organized in Hagiang City, But the HGG_03 in Dong van , HGG_04 In Yen Minh and HGG_05 in Hoang Su Phi districts .
- Whether the Training courses were organised in the City or in the District centers, The Lesson halls were large with enough seats, sound equipment and light system were satisfactory.
- Training aids: Use the forms on A0 Papers , white board .
- The training materials, Pens, Notebooks and Prtactical tools are satisfactory on the quantity and quality. The HIV/AIDS Materials were delivered by Course organizer to Commune and district staff with the Consultant instructions where to deliver them.
- The lunches, dinners and hotel rooms for participants during the Training courses were arranged in the hotel where the course was organized .
- The letters of invitation to training course Participants were prepared well and sent to both the Communes and districts. The Districts were responsible in their commune transport staff attendance.

b. Training course implementation Process .

- The PDOT Trainers are qualified, skilled and enthusiastic and have a sense of responsibility .
- The training schedule and programme were realized by PDOT Trainers were exact as RT2 programme. The group Discussion, interaction between the trainers and Trainees were on average level.
- There was a bus with enough seats for field trip. The Road selected was specific with presence of numerous defects. The field Trip was organised well. The District participants (almost are the transport engineers) were assigned as the group leaders so that they could facilitate the group work during the field trip. 03 PDOT trainers were in field trip. Each was responsible in 01 field group so that the Trainees could be instructed concretely in every road defect.

C. General Comments on 06 Ha Giang Training courses.

- PDOT Leaders have the unconcerned attitude to Project Consultant during the Engagement process . However during the Training implementation period, Ha Giang PDOT has organized all their 06 training courses successfully .
- Recommendations and comments: The Organization of the Training courses by Regions in different Districts could put the PDOT Trainers into difficulties especially when the training course are intensive. But this form of course organization is suit to Mountainous Provinces where the Transport is difficult for commune staff and when the educational level of Commune staff of different districts is much different.
- A Good co-ordination between PDOT and District PCs has brought the success to Ha giang PDOT in the organization and implementation of Training courses when the Training Courses were realized in the Districts. The District PCs were interested in Maintenance Handbook Training for their commune Transport staff.

10. LAO CAI PROVINCE

- Training implementation :
from 06/04/2005 to 09/05/2005
- Training venue :
Lao Cai City (LCI_01, LCI_05), Bac Ha District (LCI_02), Bat Xat District (LCI_03), Van Ban District(LCI_04) - Lao cai Province
- Total number of training course: 05
- Target Number of Trainees: 159.
- Actual number of Trainees: 159.
- Percentage of attendance: 100%

a. Training course Preparations:

- The training courses were organized by regions: The LCI_01, LCI_05 were organized in Lao Cai City, But the LCI_02 in Bac Ha , LCI_03 In Bat Xat and LCI_04 in Van Ban districts .
- Whether the Training courses were organised in the City or in the District centers, The Lesson halls were large with enough seats, sound equipment and light system were satisfactory.
- Training aids: Use the forms on A0 Papers , white board , Laptop with Multimedia Overhead for the training presentations.
- The training materials, Pens, Notebooks and Prtactical tools are satisfactory on the quantity and quality. The HIV/AIDS Materials were delivered by Course organizer to Commune and district staff with the Consultant instructions where to deliver them.
- The lunches, dinners and hotel rooms for participants during the Training courses were arranged in the hotel where the course was organized .

•The letters of invitation to training course Participants were prepared well and sent to both the Communes and districts. The Districts were responsible to call their commune transport staff to the training course.

b. Training course implementation Process .

- The PDOT Trainers are especially qualified, skilled and enthusiastic and have a sense of responsibility .
- The training schedule and programme were realized by PDOT Trainers were exact as RT2 programme. The group Discussion, interaction between the trainers and Trainees were exciting.
- There was a bus with enough seats for field trip. The Road selected was specific with presence of numerous defects. The field Trip was organised well. The District participants (almost are the transport engineers) were assigned as the group leaders so that they could facilitate the group work during the field trip. 03 PDOT trainers were in field trip. Each was responsible in 01 field group so that the Trainees could be instructed concretely in every road defect.

C. General Comments on 05 Lao Cai Training courses.

- The Training implementation of Lao cai Province was especially impressed. It was finished with unexpected success. 100% is the Participant course attendance. Whenever the Commune transport staff failed a training course, they could be called to another.
- The Organization of the Training courses by Regions in different Districts could put the PDOT Trainers into difficulties especially when the training course are intensive. But this form of course organization is suit to Mountainous Provinces where the Transport is difficult for commune staff and when the educational level of Commune staff of different districts is much different.
- A Good co-ordination between PDOT and District PCs has brought the success to Lao Cai PDOT in the organization and implementation of Training courses when the Training Courses were realized in the Districts. The District PCs were interested in Maintenance Handbook Training for their commune Transport staff.

11. CAO BANG PROVINCE

- Training implementation :
from 08/06/2005 to 11/07/2005
- Training venue :
Cao Bang City - Cao Bang Province
- Total number of training course: 06
- Target Number of Trainees: 199.
- Actual number of Trainees: 194.
- Percentage of attendance: 97%

a. Training course Preparations:

- The Lesson hall was in the Hotel Phong lan- Hagiang City. It's large with enough seats, sound equipment and light system were satisfactory.
- Training aids: Use the forms on A0 Papers , white board .
- The training materials, Pens, Notebooks and Practical tools are satisfactory on the quantity and quality. The HIV/AIDS Materials were delivered by Course organizer to Commune and district staff with the Consultant instructions where to deliver them.
- The lunches, dinners and hotel rooms for participants during the Training courses were arranged in the hotel where the course was organized .

•The letters of invitation to training course Participants were prepared well and sent to both the Communes and districts. The Districts were responsible to call their commune transport staff to the training course.

b. Training course implementation Process .

- The PDOT Trainers are skilled. They have passed some TOT Courses on Maintenance handbook training as EU Programme, et.
- The training schedule and programme were realized by PDOT Trainers were exact as RT2 programme. The group Discussion, interaction between the trainers and Trainees were on the average level.
- There was a bus with enough seats for field trip. The Road selected was specific with presence of numerous defects. The field Trip was organised well. The District participants (almost are the transport engineers) were assigned as the group leaders so that they could facilitate the group work during the field trip. 03 PDOT trainers were in field trip. Each was responsible in 01 field group so that the Trainees could be instructed concretely in every road defect.

C. General Comments on 06 Cao Bang Training courses.

- The Interaction between Trainers and Trainees to be improved so that the trainees could easily catch the content of Maintenance Handbook. During the Lessons, The Trainers explained
- The Educational level of Course Participants is low, therefore during the course, the Trainers lost a bit much the time to explain what is it on regards the technical aspect.
- The PDOT Leaders were interested in the organization and implementation of Commune Handbook Training .
- The PDOT hope that the Project will expand the Maintenance handbook training to all its commune and district leaders .

II.3.1.b – Seacap10 Southern Provinces (Mr. Nguyen Cuong – The Southern Training Manager Report with Photos of Training courses – See Training Training course Photos attached).

12. Hai phong Province

- Training implementation :
from 30/03/2005 to 27/04/2005
- Training venue :
Hai Phong PDOT office, Hai Phong Province
- Total number of training course: 05
- Target Number of Trainees: 168.
- Actual number of Trainees: 166.
- Percentage of attendance: 98,8%

a. Training course Preparations:

- The Lesson hall is large and fresh with enough seats, standard sound equipment and light system .
- Training aids: Use the forms on A0 Papers , white board and Laptop & multimedia overhead.
- The training materials, Pens, Notebooks and Prtactical tools are well equipped. The HIV/AIDS Materials were delivered by Course organizer to Commune and district staff with the Consultant instructions where to deliver them.

- The field trip site was well selected with presence of almost defects. A good Bus to pick up the Participants to the site and the practical tools are well prepared.
- The lunches, dinners and hotel rooms for participants during the Training courses were arranged in the hotel nearby .
- The letters of invitation to training course Participants were prepared well as planed.
- The PDOT leaders were interested in the organisation and implementation of Training Courses.

b. Training course implementation Process .

- The PDOT Trainers are qualified, enthusiastic and have a sense of high responsibility .
- The training schedule and programme were realized by PDOT Trainers were exact as RT2 programme.During the lessons, the trainers have well used the Discussion, interaction between one another to stimulate the participant creativenees.
- However, The PDOT Trainers have no much experiences in Training and in using of the Computer, therefore the lessons and the use of training aids were not very effective..
- The field Trip was organised scientifically. The District participants (almost are the transport engineers) were assigned as the group leaders so that they could facilitate the group work during the field trip.

C. General Comments on 05 Hai phong Training courses.

- Under the Project support, thanks to the good co-ordination between Project, PPC and PDOT, the high responsibilities of PDOT Trainers and PDOT Course organizer, during 02 months,the Hai phong PDOT has organized all their 05 training courses successfully .
- Recommendations: - an attention to be issued in the invitation of Course Participants. The Letters of invitation should be send to both the Communes and Districts. The Checking their feedback and supervising of this process after the letters been sent are necessary.

- The PDOT should better use the Trainers having the computer knowledge because whenever the Project supplies Training Materials on CD, Using PC & multimedia owerhead will be the most effective training aids to make the lessons more exciting and attractive

13. HA NOI PROVINCE

- Training implementation :
from 06/04/2005 to 21/04/2005
- Training venue :
Ha Noi PDOT Training and research Center, Ha Noi Capital
- Total number of training course: 03
- Target Number of Trainees: 109.
- Actual number of Trainees: 104.
- Percentage of attendance: 95,4%

a. Training course Preparations:

- The Lesson hall is large and fresh with enough seats, standard sound equipment and light system .
- Training aids: Use the forms on A0 Papers , white boad .
- The training materials, Pens, Notebooks and Prtactical tools are well equipped.The HIV/AIDS Materials were delivered by Course organizer to Commune and district staff with the Consultant instructions where to deliver them.

- The field trip site was well selected with presence of numerous defects. A good Bus to pick up the Participants to the site and the practical tools are well prepared.
- The lunches, dinners and hotel rooms for participants during the Training courses were arranged in the hotel nearby .
- The letters of invitation to training course Participants were prepared well as planed.
- The PDOT leaders were interested in the organisation and implementation of Training Courses.

b. Training course implementation Process .

- The PDOT Trainers are qualified, skilled, enthusiastic and have a high pedagogic level and a sense of responsibility .
- The training schedule and programme were realized by PDOT Trainers were exact as RT2 programme.During the lessons, the trainers have well used the Discussion, interaction between one another to stimulate the participant creativenees.
- However, The PDOT Trainers have no used the computer for lessons , therefore the effectiveness of the lessons was limited.
- The field Trip was organised scientifically. The District participants (almost are the transport engineers) were assigned as the group leaders so that they could facilitate the group work during the field trip.

C. General Comments on 03 Ha Noi Training courses.

- Under the Project support, thanks to the good co-ordination between Project and PDOT, the high responsibilities of PDOT Trainers and PDOT Course organizer, during a month,the Ha Noi PDOT has organized all their 03 training courses successfully .
- Recommendations:

- The PDOT should better use the Trainers having the better computer knowledge because whenever the Project supplies Training Materials on CD, Using PC & multimedia owerhead will be the most effective training aids to make the lessons more exciting and attractive

14. QUANG NGAI PROVINCE

- Training implementation :
from 12/05/2005 to 08/06/2005
- Training venue :
The PPC Guest House, Quang Ngai Province
- Total number of training course: 05
- Target Number of Trainees: 188.
- Actual number of Trainees: 175.
- Percentage of attendance: 93%

a. Training course Preparations:

- The Lesson hall is large and fresh with enough seats, standard sound equipment and light system .
- Training aids: Use the forms on A0 Papers , white boad, Laptop and Multimedia overhead.
- The training materials, Pens, Notebooks and Prtactical tools are well equipped.The HIV/AIDS Materials were delivered by Course organizer to Commune and district staff with the Consultant instructions where to deliver them.

- The field trip site was well selected with presence of numerous defects. A good Bus to pick up the Participants to the site and the practical tools are well prepared.
- The lunches, dinners and hotel rooms for participants during the Training courses were arranged in the hotel where the courses were organized .
- The letters of invitation to training course Participants were prepared well as planned.
- The PDOT leaders were interested in the organisation and implementation of Training Courses.

b. Training course implementation Process .

- The PDOT Trainers are qualified, enthusiastic and have a sense of responsibility .
- The training schedule and programme were realized by PDOT Trainers were exact as RT2 programme.During the lessons, the trainers have well used the Discussion, interaction between one another to stimulate the participant creativeness.
- However, The PDOT Trainers have no used the computer for lessons , therefore the effectiveness of the lessons was limited.
- The field Trip was organised scientifically. The District participants (almost are the transport engineers) were assigned as the group leaders so that they could facilitate the group work during the field trip.

C. General Comments on 05 Quang Ngai Training courses.

- Under the Project support, thanks to the good co-ordination between Project and PDOT, the high responsibilities of PDOT Trainers and PDOT Course organizer, during a month,the Quang Ngai PDOT has organized all their 05 training courses successfully .
- Recommendations and comments:
 - The PDOT should better use the Trainers having the better computer knowledge because whenever the Project supplies Training Materials on CD, Using PC & multimedia overhead will be the most effective training aids to make the lessons more exciting and attractive
 - The Course Participant Feedback: The Maintenance Handbook training course is very useful for them especially for commune transport staff. The Lesson contents were understandable. They were happy that they have attended the Project training course.

15. KON TUM PROVINCE

- Training implementation :
from 18/05/2005 to 2/06/2005
- Training venue :
Kon Tum city, Kon Tum Province
- Total number of training course: 03
- Target Number of Trainees: 93.
- Actual number of Trainees: 80.
- Percentage of attendance: 86%

a. Training course Preparations:

- The Lesson hall is large and fresh with enough seats, standard sound equipment and light system .
- Training aids: Use the forms on A0 Papers , white board, Not available the Laptop and Multimedia overhead.
- The training materials, Pens, Notebooks and Prtactical tools are well equipped.The HIV/AIDS Materials were delivered by Course organizer to Commune and district staff with the Consultant instructions where to deliver them.

- The field trip site was well selected with presence of numerous defects. A good Bus to pick up the Participants to the site and the practical tools are well prepared.
- The lunches, dinners and hotel rooms for participants during the Training courses were arranged in the hotel where the courses were organized .
- The letters of invitation to training course Participants were sent to communes by the PDOT. However the PDOT did not took the attention in their feedback.
- The PDOT leaders were interested in the organisation and implementation of Training Courses.

b. Training course implementation Process .

- The PDOT Trainers are qualified, enthusiastic and have a sense of responsibility .
- The training schedule and programme were realized by PDOT Trainers were exact as RT2 programme.During the lessons, the trainers have well used the Discussion, interaction between one another to stimulate the participant creativenees.
- The field Trip was organised scientifically. The District participants (almost are the transport engineers) were assigned as the group leaders so that they could facilitate the group work during the field trip. 01 PDOT trainer was responsible for one field group so that the Trainees could be instructed on details.

C. General Comments on 03 Kon Tum Training courses.

- Under the Project support, thanks to the good co-ordination between Project and PDOT, the high responsibilities of PDOT Trainers and PDOT Course organizer, during a month,the Kon Tum PDOT has organized all their 03 training courses .
- Recommendations and comments: the following are the problems raised from Kon Tum Courses:
 - The PDOT Trainers did not use the computer for Lesson Presentations.
 - The percentage of Course attendance is low due to lack of checking and supervising of the communes feedback on the letters of invitation to the training courses.
 - The Course Participant Feedback: The Maintenance Handbook training course is very useful for them especially for commune transport staff. The Lesson contents were understandable. They were happy that they have attended the Project training course.

16. BINH DINH PROVINCE

- Training implementation :
from 16/06/2005 to 13/07/2005
- Training venue :
Binh Dinh city, Binh Dinh Province
- Total number of training course: 04
- Target Number of Trainees: 147.
- Actual number of Trainees: 131.
- Percentage of attendance: 89,1%

a. Training course Preparations:

- The Lesson hall is large and fresh with enough seats, standard sound equipment and light system .
- Training aids: Use the forms on A0 Papers , white boad, available the Laptop and Multimedia overhead.
- The training materials, Pens, Notebooks and Prtactical tools are well equiped.The HIV/AIDS Materials were delivered by Course organizer to Commune and district staff with the Consultant instructions where to deliver them.

- The field trip site was well selected with presence of numerous defects. A good Bus to pick up the Participants to the site and the practical tools are well prepared.
- The lunches, dinners and hotel rooms for participants during the Training courses were arranged in the hotel where the courses were organized .
- The letters of invitation to training course Participants were sent to communes by the PDOT. However the PDOT did not took the attention in their feedback.
- The PDOT leaders were interested in the organisation and implementation of Training Courses.

b. Training course implementation Process .

- The PDOT Trainers are qualified, enthusiastic and have a sense of responsibility .
- The training schedule and programme were realized by PDOT Trainers were exact as RT2 programme.During the lessons, the trainers have well used the Discussion, interaction between one another to stimulate the participant creativenees.
- The field Trip was organised scientifically. The District participants (almost are the transport engineers) were assigned as the group leaders so that they could facilitate the group work during the field trip. 01 PDOT trainer was responsible for one field group so that the Trainees could be instructed on details.

C. General Comments on 04 Binh Dinh Training courses.

- Under the Project support, thanks to the good co-ordination between Project and PDOT, the high responsibilities of PDOT Trainers and PDOT Course organizer, during a month,the Kon Tum PDOT has organized all their 04 training courses .
- Recommendations and comments: the following are the problems raised from Binh Dinh Courses:
 - The Binh Dinh PDOT sent The letter of invitation to Course Participants only to Districts and not directly to their communes.
 - The percentage of Course attendance is low due to lack of checking and supervising of the district and commune feedback on the letters of invitation to the training courses.
 - The Course Participant Feedback: The Maintenance Handbook training course is very useful for them especially for commune transport staff. The Lesson contents were understandable. They were happy that they have attended the Project training course.

17. PHU YEN PROVINCE

- Training implementation :
from 22/06/2005 to 06/07/2005
- Training venue :
Tuy Hoa city, Phu Yen Province
- Total number of training course: 03
- Target Number of Trainees: 103.
- Actual number of Trainees: 102.
- Percentage of attendance: 99%

a. Training course Preparations:

- The Lesson hall has enough seats, standard sound equipment and light system .
- Training aids: Use the forms on A0 Papers , white board, available the Laptop and Multimedia overhead for Presentations.
- The training materials, Pens, Notebooks and Prtactical tools are well equipped.The HIV/AIDS Materials were delivered by Course organizer to Commune and district staff with the Consultant instructions where to deliver them.

- The field trip site was well selected with presence of numerous defects. A good Bus to pick up the Participants to the site and the practical tools are well prepared.
- The lunches, dinners and hotel rooms for participants during the Training courses were arranged in the hotel where the courses were organized .
- The letters of invitation to training course Participants were sent to both the communes and the districts by the PDOT with the feedback by Telephone. Therefore the training course attendance was high.
- The PDOT leaders were interested in the organisation and implementation of Training Courses.

b. Training course implementation Process .

- The PDOT Trainers are qualified, enthusiastic and have a sense of responsibility .
- The training schedule and programme were realized by PDOT Trainers were exact as RT2 programme.During the lessons, the trainers have well used the Discussion, interaction between one another to stimulate the participant creativeness.
- The field Trip was organised scientifically. The District participants (almost are the transport engineers) were assigned as the group leaders so that they could facilitate the group work during the field trip. 01 PDOT trainer was responsible for one field group so that the Trainees could be instructed on details.
- The classroom exercise and discussion were exciting and attracting .

C. General Comments on 03 Phu Yen Training courses.

- Under the Project support, thanks to the good co-ordination between Project and PDOT, the high responsibilities of PDOT Trainers and PDOT Course organizer, during a month,the Phu Yen PDOT has organized all their 03 training courses successfully.
- Recommendations and comments: The Phu Yen PDOT should select the lesson room for training course larger and more fresh.

18. BEN TRE PROVINCE

- Training implementation :
from 21/07/2005 to 10/08/2005
- Training venue :
Ben Tre city, Ben tre Province
- Total number of training course: 04
- Target Number of Trainees: 158.
- Actual number of Trainees: 155.
- Percentage of attendance: 98,1%

a. Training course Preparations:

- The Lesson hall is large, fresh and has enough seats, standard sound equipment and light system .
- Training aids: Use the forms on A0 Papers , white board, available the Laptop and Multimedia overhead for Presentations.
- The training materials, Pens, Notebooks and Prtactical tools are well equipped.The HIV/AIDS Materials were delivered by Course organizer to Commune and district staff with the Consultant instructions where to deliver them.

- The field trip site was well selected with presence of numerous defects. A good Bus to pick up the Participants to the site and the practical tools are well prepared.
- The lunches, dinners and hotel rooms for participants during the Training courses were arranged in the hotel where the courses were organized .
- The letters of invitation to training course Participants were sent to both the communes and the districts by the PDOT with the feedback by Telephone. Therefore the training course attendance was high.
- The PDOT leaders were interested in the organisation and implementation of Training Courses.

b. Training course implementation Process .

- The PDOT Trainers are qualified, enthusiastic and have a sense of responsibility .
- The training schedule and programme were realized by PDOT Trainers were exact as RT2 programme.During the lessons, the trainers have well used the Discussion, interaction between one another to stimulate the participant creativeness.
- The field Trip was organised scientifically. The District participants (almost are the transport engineers) were assigned as the group leaders so that they could facilitate the group work during the field trip. 01 PDOT trainer was responsible for one field group so that the Trainees could be instructed on details.
- The classroom exercise and discussion were exciting and attracting .

C. General Comments on 04 Ben Tre Training courses.

- Under the Project support, thanks to the good co-ordination between Project and PDOT, the high responsibilities of PDOT Trainers and PDOT Course organizer, during a month,the Ben Tre PDOT has organized all their 04 training courses successfully.

19. HO CHI MINH CITY

- Training implementation :
from 25/07/2005 to 03/08/2005
- Training venue :
The HCM PDOT Transport School, HCM Capital
- Total number of training course: 02
- Target Number of Trainees: 68.
- Actual number of Trainees: 54.
- Percentage of attendance: 79%

a. Training course Preparations:

- The Lesson hall is large enough, has enough seats, the sound equipment and light system were satisfactory.
- Training aids: Use the forms on A0 Papers , white board, available a Laptop and Multimedia overhead for Presentations.
- The training materials, Pens, Notebooks and Prtactical tools are well equipped.The HIV/AIDS Materials were delivered by Course organizer to Commune and district staff with the Consultant instructions where to deliver them.
- The field trip site was well selected with presence of numerous defects. A good Bus to pick up the Participants to the site and the practical tools are well prepared.
- The lunches, dinners and hotel rooms for participants during the Training courses were arranged in the hotel nearby .

- The letters of invitation to training course Participants were sent to both the communes and the districts by the PDOT with the feedback by Telephone. The Districts has sent to PDOT a registration list of their participants. But the percentage of Course attendance was low .
- The PDOT leaders were interested in the organisation and implementation of Training Courses.
- The PDOT has authorized the Transport School to organise the Training courses.

b. Training course implementation Process .

- The PDOT Trainers are the qualified transport teacher, skilled , enthusiastic and have a sense of responsibility .
- The training schedule and programme were realized by PDOT Trainers were exact as RT2 programme.
- The field Trip was organised scientifically. The Group dividing and Group leader assignement are reasonable . The Trainers instructed concretely in every defects.
- The classroom exercise and discussion were exciting and attracting .

C. General Comments on 02 HCM Training courses.

- Under the Project support, thanks to the good co-ordination between Project and PDOT, the high responsibilities of PDOT Trainers and PDOT Course organizer, during a month,the HCM PDOT has organized all their 02 training courses .
- The Lesson hall should be selected larger so that it could be suitable to group discussion
- An attention to be ussued to the Training Course Participant invitation .

20. TRA VINH PROVINCE

- Training implementation :
from 18/08/2005 to 01/09/2005
- Training venue :
PDOT office, Tra Vinh Province
- Total number of training course: 03
- Target Number of Trainees: 98.
- Actual number of Trainees: 81.
- Percentage of attendance: 82%

a. Training course Preparations:

- The Lesson hall is large enough, has enough seats, the sound equipment and light system were satisfactory.
- Training aids: Use the forms on A0 Papers , white boad, available a Laptop and Multimedia overhead for Presentations.
- The training materials, Pens, Notebooks and Prtactical tools are well equiped.The HIV/AIDS Materials were delivered by Course organizer to Commune and district staff with the Consultant instructions where to deliver them.
- The field trip site was well selected with presence of numerous defects. A good Bus to pick up the Participants to the site and the practical tools are well prepared.

- The lunches, dinners and hotel rooms for participants during the Training courses were arranged in the hotel nearby .
- The letters of invitation to training course Participants were sent to both the communes and the districts by the PDOT with the feedback by Telephone from Districts. The Districts has sent to PDOT a registration list of their participants. But the percentage of Course attendance was low .

•The PDOT leaders were interested in the organisation and implementation of Training Courses. The PDOT Director was responsible to direct the Project Training implementation

b. Training course implementation Process .

- The PDOT Trainers are the qualified , enthusiastic and have a sense of responsibility .
- The training schedule and programme were realized by PDOT Trainers were exact as RT2 programme.
- The field Trip was organised scientifically. The Group dividing and Group leader assignement are reasonable . The Trainers instructed concretely in every defects.
- The classroom exercise and discussion were exciting and attracting .

C. General Comments on 03 Tra Vinh Training courses.

- Under the Project support, thanks to the good co-ordination between Project and PDOT, the high responsibilities of PDOT Trainers and PDOT Course organizer, during a month, the Tra Vinh PDOT has organized all their 03 training courses .
- An attention to be issued to the Training Course Participant invitation . The percentage of Course attendance was low. The Reasons are (as explained the PDOT course organizer): The Training time was concured with Party congress of local levels.

21. SOC TRANG PROVINCE

- Training implementation :
from 24/08/2005 to 08/09/2005
- Training venue :
PDOT office, Soc Trang Province
- Total number of training course: 03
- Target Number of Trainees: 103.
- Actual number of Trainees: 98.
- Percentage of attendance: 95%

a. Training course Preparations:

- The Lesson hall is large enough, has enough seats, the sound equipment and light system were satisfactory.
- Training aids: Use the forms on A0 Papers , white board, available a Laptop and Multimedia overhead for Presentations.
- The training materials, Pens, Notebooks and Prtactical tools are well equiped. The HIV/AIDS Materials were delivered by Course organizer to Commune and district staff with the Consultant instructions where to deliver them.
- The field trip site was well selected with presence of numerous defects. A good Bus to pick up the Participants to the site and the practical tools are well prepared.
- The lunches, dinners and hotel rooms for participants during the Training courses were arranged in the hotel nearby .
- The letters of invitation to training course Participants were sent to both the communes and the districts by the PDOT with the feedback by Telephone from Districts. The Districts has sent to PDOT a registration list of their participants. .
- The PDOT leaders were interested in the organisation and implementation of Training Courses.

b. Training course implementation Process .

- The PDOT Trainers are the qualified , enthusiastic and have a sense of responsibility .
- The training schedule and programme were realized by PDOT Trainers were exact as RT2 programme.
- The field Trip was organised scientifically. The Group dividing and Group leader assignement are reasonable . The Trainers instructed concretely in every defects.
- The classroom exercise and discussion were exciting and attracting .

C. Comments on 03 Soc Trang Training courses.

- Under the Project support, thanks to the good co-ordination between Project and PDOT, the high responsibilities of PDOT Trainers and PDOT Course organizer, during a month,the Soc Trang PDOT has organized all their 03 training courses successfully.

Basing on RT2 Course Assessment criteria, the consultant summarised the Course assessment of 21 Seacap10 Provinces in a table follow:

Seacap-10 Consultancy

**SUMMARY OF TRAINING COURSE ASSESSMENTS
of 21 Non RT2 Provinces**

Training implementation : from Feb. 2005 to Sep. 2005

(Average value from 21 provinces)

Actual Number of Provinces:

21

Mark	Assessment	1	2	3	4	5	6	7.00	
		Training course implementaion							Total Average
		Pre-course preparation	Lectures	Interaction	Exercises	Field visit	Timetable		
10	Excellent								
9	Very good								
8	Good								
7	Reasonable								
6	Average								
5	Below Av.								
4	Poor								
3									
2	Very Poor								
1									
Total Average value		7.8	7.7	7.7	7.8	7.6	7.7	7.7	

No	Province Name	Average assessment value of 21 Provinces						
1	Phu tho	8.3	8.0	7.8	8.0	7.8	8.0	8.0
2	Yen bai	7.7	7.3	7.3	7.7	7.7	7.7	7.6
3	Ha Giang	7.7	8.0	7.0	8.0	7.0	8.3	7.7
4	Lao cai	9.0	8.5	7.0	8.5	7.5	8.0	8.1
5	Hai Phong	8.0	7.7	8.7	7.7	8.7	8.0	8.1
6	Ha Noi	8.0	7.5	9.0	8.0	8.0	7.5	8.0
7	Hoa Binh	8.0	7.0	7.3	8.0	8.0	7.0	7.6
8	Son La	8.3	7.7	7.3	8.0	8.0	7.0	7.7
9	Cao bang	7.3	7.7	6.7	7.7	7.7	8.0	7.5
10	Bac Kan	8.0	7.0	7.5	7.5	8.0	7.0	7.5
11	Lang Son	7.3	7.0	6.7	6.7	7.7	7.0	7.1
12	Bac Giang	7.7	7.3	7.0	7.0	7.7	7.0	7.3

13	Thai Nguyen	8.0	7.0	7.5	7.5	8.0	7.0	7.5
14	Quang Ngai	8.0	8.0	8.3	8.0	7.0	8.0	7.9
15	Kon Tum	7.0	8.0	8.0	8.0	7.5	8.0	7.8
16	Binh Dinh	7.5	8.0	7.5	8.0	8.0	8.0	7.8
17	Phu Yen	7.5	8.0	7.0	8.0	6.5	8.0	7.5
18	Sai Gon	8.0	9.0	8.0	8.0	7.0	8.0	8.0
19	Ben tre	8.0	8.0	8.0	8.0	8.0	8.0	8.0
20	Tra Vinh	7.0	8.0	8.5	8.0	7.0	8.0	7.8
21	Soc Trang	8.0	8.0	9.0	8.0	7.0	8.0	8.0

Notes : The Red : Below the average

Comments :

- The Province Lao Cai, Phu Tho, and Son La have the best Pre-course Preparation. The Tra Vinh and Kon Tum Provinces have the lowest Point on this (See Column 1).
- The Provinces Sai Gon and Lao Cai have the best Point in Lectures. The Hoa Binh, Bac Can, Lang Son and Thai nguyen have the lowest one.
- The Interaction between Trainers and Trainees has the Point average 7.7. The Soc Trang, Ha Noi Provinces have the Highest points (9.0).
- The exercise of training courses of all Provinces has the good Point. But the lang son and Bac Giang Provinces to take attention on this .
- The field Visits were organized well in every province. But The province Phu Yen to organise it better.
- Allmost Provinces organised the Training courses well . Their Training Timetable was exact as the planed by Project.

For Details Please see Appendix 2 attached – Training Course Assessment of 21 Non RT2 Provinces .

II.3.2. – RT2 Assessments of Training Course Implementation of Seacap-10 Provinces

Besides the supervision of Seacap-10 Consultant, The RT2 Training Team (as Seacap Technical representative) carried out irregular “spot checking” of Training course implementation of Seacap-10 provinces . The following are their reports on Commune Handbook Training Implementation of Sea cap-10 provinces where they have visited.

1.

SEACAP 10

COMMUNE HANDBOOK TRAINING to Non-RT2 PROVINCES

REPORT ON TRAINING COURSE

Course Details

Province Name: Phu Tho **Course No:** PTO-03
Dates: 7th to 9th March, 2005 **Location:** Viet Tri City
Visited by: David Brazier, Manager - RT2 Provincial Support Programme
Le Giang, Deputy Manager, RT2 Provincial Support Programme
Mr Nam Anh, Northern Training Manager, SEACAP 10
Date of visit: 7th & 8th March, 2005
Sessions observed: Day 1 (pm) & Day 2 (am & pm)
PDOT Trainers: 3 No
No of Participants: 37 No (Target = 37 No)

Course Objective: The main objective on completion of the course is that participants are able to plan and deliver effective road maintenance for commune roads, using the guidelines of the Rural Road Maintenance Handbook for Communes.

Observations & Comments:

1. Training Venue & Facilities

- Hall and seating arrangements good.

2. Training Aids / Materials

- White board provided, however use of board by Trainer during the course not effective for all participants (too small for some at the back of room).
- No other visual aids (pre-prepared diagrams & tables on ‘A0’ paper, etc) provided – quality and effectiveness of the lectures was adversely affected as a result.

3. Lectures & Practical Exercises

- The main Trainer’s overall technique was good, interaction and participation were satisfactory, and all the Participants appeared attentive. However, more involvement by the other 2 trainers may have provided a better overall balance.
- A revised agenda was provided to the Participants. However, there was no cross-referencing with the session numbers in the ‘Participants Guide’, which may have been confusing.
- Sessions 10 (Maintenance Planning) & 11 (Introduction to BOQ) were presented too quickly, and consequently it is unlikely that the Participants had a chance to fully understand these topics.

4. Field Visit

- Combined Sessions 4/5 and 7/8 all on Day 2 am.
- Transport to site – well organized, with minibus provided.
- Selection of rural road – generally suitable, with reasonable selection of defects and features.
- Participants divided into 4 groups, however only 2 of the 3 PDOT trainers were actively supervising the groups which reduced the effectiveness of the training.
- Inspection of Defects (Sessions 4/5) were not carried out as a separate and prior exercise to Sessions 7/8.
- Not much time was spent on identification and measuring of the defects, however a long time was spent on filling in the forms. Needed a better balance of the available time.

Summary / Recommendations:

- Overall, the training was reasonable. However, there were some aspects of the training requiring improvement, which are identified in the above comments and reflected in the assessment table below.
- Please refer to separate document “General Comments & Recommendations for Training Courses”, which covers most of the points mentioned above.

Assessment Summary Table

		Training Venue & Facilities	Use of Training Aids & Materials	Lectures	Practical Exercises	Field Visit
10	Excellent					
9	Very good					
8	Good	√				
7	Reasonable			√	√	
6	Average					√
5	Below av.					
4	Poor		√			

3						
2	Very poor					
1						

Report by: David Brazier
Date: 15 March 2005

2.

SEACAP 10

**COMMUNE HANDBOOK TRAINING to Non-RT2 PROVINCES
REPORT ON TRAINING COURSE**

Course Details

City: Hanoi **Course No:** HNI-01
Dates: 6th to 7th April, 2005 **Location:** Hanoi City
Visited by: Le Giang, Deputy Manager, RT2 Provincial Support Programme
Nguyen Cuong, Southern Training Manager, SEACAP 10
Date of visit: 7th & 8th April, 2005
Sessions observed: Day 2 (pm) & Day 3 (am)

PDOT Trainers: 2 No
No of Participants: 31 No (Target = 37 No)

Course Objective: The main objective on completion of the course is that participants are able to plan and deliver effective road maintenance for commune roads, using the guidelines of the Rural Road Maintenance Handbook for Communes.

Observations & Comments:

5. Training Venue & Facilities

- Hall and seating arrangements suitable

6. Training Aids / Materials

- Visual aids (pre-prepared diagrams & tables on 'A0' paper etc) provided with reasonable quality.

7. Lectures & Practical Exercises

- Only one of the PDOT Trainers was presenting all the lectures. The Trainer's technique was good and he was able to encourage ideas from the Trainees. The presentations and discussions by 4 groups of Trainees were interesting. However, more involvement by the other trainer may have provided a better quality.
- Practical exercises (Bill of Quantities) – detailed instructions were not provided by the Trainer.

8. Field Visit

- The field visit on Day 2 morning was not visited by the RT2 representative and therefore no specific comments are provided on this session. However, the presentations and discussions by 4 groups of Trainees in the afternoon showed that all of them know how to identify defects and fill in the Inspection Form.

9. Effectiveness Evaluation Form

- The terms and format of EE forms has been changed slightly and this may cause confusion to the Trainees. The issue has been discussed with Mr. Nguyen Cuong, Southern Training Manager – SEACAP10.

Summary / Recommendations:

- In general the training was reasonable.

Assessment Summary Table

		Training Venue & Facilities	Use of Training Aids & Materials	Lectures	Practical Exercises	Field Visit
10	Excellent					
9	Very good					
8	Good					
7	Reasonable	√		√	√	
6	Average		√			
5	Below av.					
4	Poor					
3						
2	Very poor					
1						

Report by: Le Giang
Date: 8 April 2005

3.

**SEACAP 10
 COMMUNE HANDBOOK TRAINING to Non-RT2 PROVINCES
 REPORT ON TRAINING COURSE**

Course Details

Province Name: Hai Phong

Course No: 1

Dates: 30 & 31/3 to 1/4/2005

Location: Hai Phong PDOT, Hai Phong City

Visited by: Trinh To Oanh, Training Assistant, RT2 Provincial Support Programme

Date of visit: 30 & 31 March, 2005

Sessions observed: Day 1 (am & pm) & Day 2 (am & pm)

PDOT Trainers: 1 No + 1 assistant (they both not PDOT staff, but contracted out by PDOT from Transport and Public Works Construction, Investment and Consultant Joint-Stock Company)

No of Participants: 37 (Target = 37)

Course Objective: The main objective on completion of the course is that participants are able to plan and deliver effective road maintenance for commune roads, using the guidelines of the Rural Road Maintenance Handbook for Communes.

Observations & Comments:

10. Training Venue & Facilities

- Hall and seating arrangements good.

11. Training Aids / Materials

- Multi-media projector, screen and white board provided, but the white board is small for all participants, bigger one should be provided. Colour diagrams and figures and tables as well in Handbook were displayed on the screen during lecture sessions that increased the trainee concentration level.
- Training materials very well-prepared.
- A0 papers provided for practical sessions

12. Lectures & Practical Exercises

- The trainer taught enthusiastically, his way of delivering lectures was easy to understand for participants but not yet encourage the participation of participants in his lectures so that interaction of participants was not satisfactory on Day 1. In order to have more participation of participants trainer should raise more questions during delivering lectures. The situation was improved on Day 2.
- There was only one trainer presenting all lectures, the trainee concentration level probably suffered after listening to the same voice for long periods.
- A revised agenda was provided to the participants. At the beginning of each session the trainer wrote on the white board and made cross-referencing with the session numbers in the Participants Guide so that participants didn't face any confusion.
- Participants were active in group working.

13. Field Visit

- Combined Sessions 4/5 and 7/8 all on Day 2 am.
- Transport to site – well organized, with coach provided.
- Selection of rural road – not very suitable, with insufficient defects and features.
- Participants divided into 4 groups, however only 1 trainer and 1 assistant were actively supervising the groups which reduced the effectiveness of the training.
- Group 1 – 50m section of rural road suitable for training.
- Groups 2, 3 & 4 – 50m sections of road not suitable (not sufficient selection of features). Another more suitable site should have been selected.
- Inspection of Defects (Sessions 4/5) were not carried out as a separate and prior exercise to Session7/8.

Summary / Recommendations:

- Overall, the training was reasonable. However, there were some aspects of the training requiring improvement, which are identified in the above comments and reflected in the assessment table below.
- Please refer to separate document “General Comments & Recommendations for Training Courses”, which covers most of the points mentioned above.

Assessment Summary Table

		Training Venue & Facilities	Use of Training Aids & Materials	Lectures	Practical Exercises	Field Visit
10	Excellent					
9	Very good		√			
8	Good	√		√	√	
7	Reasonable					
6	Average					√

- Only one of the PDOT Trainers was presenting all the lectures, the trainee concentration level probably suffered after listening to the same voice for long periods.
- Practical exercises (Bill of Quantities) – reasonable, all Participants appeared to be actively involved in small sub-groups. However, the summary presentation session was not well managed.
- Interaction and participation was low on Day 1, however improved on Day 2.

17. Field Visit

- Combined Sessions 4/5 and 7/8 all on Day 2 am.
- Transport to site – well organized, with minibus provided.
- Selection of rural road – generally suitable, with reasonable selection of defects and features.
- Participants divided into 3 groups, each reasonably supervised by PDOT trainer.
- Group 1 – 100m section of rural road not suitable for training (not sufficient selection of features), should have been moved to better section further along the road.
- Groups 2 & 3 – 100m sections of road suitable.
- Inspection of Defects (Sessions 4/5) were not carried out as a separate and prior exercise to Sessions 7/8.

Summary / Recommendations:

- There are several aspects of the training requiring improvement, which are identified in the above comments and reflected in the assessment table below. The PDOT trainers should be better prepared, including visual training aids and awareness of the structure and content of the course material.
- Please refer to separate document “General Comments & Recommendations for Training Courses”, which covers most of the points mentioned above.

Assessment Summary Table

		Training Venue & Facilities	Use of Training Aids & Materials	Lectures	Practical Exercises	Field Visit
10	Excellent					
9	Very good					
8	Good					
7	Reasonable	√			√	√
6	Average					
5	Below av.			√		
4	Poor					
3			√			
2	Very poor					
1						

Report by: David Brazier
Date: 15 March 2005

5.

SEACAP 10
COMMUNE HANDBOOK TRAINING to Non-RT2 PROVINCES
REPORT ON TRAINING COURSE

Course Details

City: Hoa Binh **Course No:** HB-02
Dates: 25th to 27th April, 2005 **Location:** Hoa Binh Town

Visited by: David Brazier, Manager - RT2 Provincial Support Programme
Trinh To Oanh, Training Assistant - RT2 Provincial Support Programme

Date of visit: 26th & 27th April, 2005

Sessions observed: Day 2 (pm) & Day 3 (am)

PDOT Trainers: 3 No

No of Participants: 29 No (Target = 33 No)

Course Objective: The main objective on completion of the course is that participants are able to plan and deliver effective road maintenance for commune roads, using the guidelines of the Rural Road Maintenance Handbook for Communes.

Observations & Comments:

18. Training Venue & Facilities

- Hall and seating arrangements suitable

19. Training Aids / Materials

- Printed black and color diagrams & tables on 'A0' paper provided with good quality.

20. Lectures & Practical Exercises

- All PDOT Trainers involved in delivering lectures. The Adult Training Methods were applied well by them so that interaction between trainer and trainees was very good. Trainers created a very comfortable learning environment in the classroom that resulted in a very good participation of trainees. Trainees were very active in group working.

21. Field Visit

- The field visit on Day 2 morning was not visited by the RT2 representative and therefore no specific comments are provided on this session. However, the presentations and discussions by groups of Trainees in the afternoon showed that all of them know how to identify defects and fill in the Inspection Form.

22. Effectiveness Evaluation Form

- Trainees were instructed to complete EE forms.

Summary / Recommendations:

- In general the training was good.

Assessment Summary Table

		Training Venue & Facilities	Use of Training Aids & Materials	Lectures	Practical Exercises	Field Visit
10	Excellent					
9	Very good					
8	Good			√	√	
7	Reasonable	√	√			
6	Average					
5	Below av.					

4	Poor					
3						
2	Very poor					
1						

Report by: Trinh To Oanh

Date: 29 April 2005

6.

SEACAP 10

Handbook Training For Non-RT2 Provinces

Report on Binh Dinh 4

Course information

Province: Binh Dinh

Course No: BDH - 04

Date: 11 to 13/07/2005

Location: Quy Nhon City

Supervised by: Ha Ngoc Khanh, Training Advisor, RT2 ¹

Supervision Date: 12 & 13/07/2005

Trainers: 2 ones (Vu Xuan Hong ² and Tran Thanh Dung ³)

Trainees: 40 ones (selected = 46 ones).

Course objective: The key objective is that after the course, the trainees can be able to make maintenance plan and implement commune road maintenance in an efficient manner, and can be able to apply the guidance from the Commune Maintenance Handbook into the reality.

Observation and remarks:

23. Course preparation

- The training hall was arranged at the 2nd floor, belonging to the (Southern Central) Driver Vocational Center – PDOT. The hall was near the trainees' accommodation, large enough with fans system, good decoration and U-shaped table and chair arrangement.
- Trainees: 40 ones (2 persons/district; 1 person (Chairman/Vice-Chairman/Transport Staff)/commune)) coming from An Nhon, Tuy Phuoc, Vinh Thanh and Hoai An districts.
- All of the trainees were arranged to stay and have meals at the above Center's Guest House with good facilities.
- The trainees were arranged to sit in the order of group by group (4 groups).
- Tea breaks were well prepared at the next door of the training hall.

24. Training Aids/Material

- The training Aids included multimedia projector, screen, white board, A0-size paper and markers.
- At the beginning of day 1, each trainee was delivered 1 Handbook. At the end of day 3, each trainee was delivered 1 more Handbook ⁴.

¹ Mr. Nguyen Cuong, Training staff –South, also visited Quy Nhon (to make finance procedures and participate in the course closing session)

² Mr. Hong participated in RT2 TOT in HCMC (28/3 - 1/4/2005).

³ In June 2005, Mr. Hong and Dung, following the Province's request, continued to participate in the Commune Handbook Course in Quang Ngai province.

- Enough training material was prepared
- The Handbook's illustrations and tables (from the delivered RT2's CD/s) were printed/copied up to A0-sized paper and easy for the trainees to look at.
- HIV brochures were delivered at the course closing session.

25. Lectures and practice

Day 2

- In the morning of day 2, the trainees practiced at the field (7.30-10.30 AM). In the afternoon of day 2, the trainees practiced and filled in the Road Survey and Inventory Table, Road Situation Assessment Table, Table of Quantities and Annual maintenance plan.

1.4.2.1 Day 3

- At the beginning of day 3: Group-by-group presentations were facilitated by Mr. Dung.
- Group-by-group representatives made presentations with about 30'/presentation.
- The closing session was carried out at about 10.30 AM, chaired by PPMU, Binh Dinh PDOT.
- Participating at the closing, Mr. Khanh reminded the provincial level and district level should pay regular check how can the commune level apply and implement the Handbook to the local reality (commune transport staff easy to be moved, annual maintenance plan not made and maintenance techniques from the Handbook not been transferred, etc). At least, a commune should have the Tables: Brief map of commune roads, Bridges and roads Inventory, Table of road situation assessment, Annual maintenance plan, and Budget mobilization and implementation options.
- Binh Dinh agreed to distribute each trainee with 2 Handbooks (1 Handbook is for commune leader/s and 1 Handbook is for commune transport staff).

Remarks - Day 2 and day 3

- The trainer (Mr. Hong, day 2) introduced the lecture/s in a confidential, lively and clear manner.
- During the lecturing time (day 2), the interaction between the trainer and the trainees was comfortable, many questions and answers were raised, and the discussion process was exciting.
- Mr. Dung chaired the presentation process (day 3) carefully.
- The trainees presented (day 3) clearly. Many questions were raised; the Q and A process was lively.

1.4.3 Summary/Recommendations

- In general, the pre-course preparation was good. Good preparation for the trainees' accommodation.
- Binh Dinh PDOT and its sub-functional departments paid good cooperation and enthusiastic support to the training.

⁴ Reminded by the Training Advisor
Tran. College Seacap-10

- The trainer/s worked hard. The training methods were well applied (confidential, lively and clear). The methods of discussions and Q and A and visualization tools were used efficiently.
- The trainees studied with good attitudes. The interaction between the trainer/s and the trainees was positive and exciting.
- The training programme was followed the project training one. The given training contents were simple, easy to understand, and based on what introduced in the delivered training material and the Handbook.

1.5 Brief evaluation

The below is some basic course evaluation:

1.5.1	1.5.2 <i>Evaluation</i>	1	2	3	4	5	6
		Training Course Implementation					
		Pre-course preparation	Lectures	Interaction	Exercises	Field Visits	Suitability of training programme
10	Excellent						
9	Very good	x					
8	Good		x	x	x		x
7	Above average						
6	Average						
5	Under average						
4	Bad						
3							
2	Vary bad						
1							

Reported by: Ha Ngoc Khanh
Date: 18/07/2005

7.

SEACAP 10

Handbook Training For Non-RT2 Provinces

Report on Kon Tum 2

1.6 Course information

Province: Kon Tum **Course No:** KTM - 02
Date: 25 to 27/05/2005 **Location:** Kon Tum Town
Supervised by: Ha Ngoc Khanh, Training Advisor, RT2
Supervision Date: 26 & 27/05/2005
Supervision session: Day 2 (AM and PM) and Day 3 (AM)
Trainers: 3 ones (Ninh Van De, Tran Thanh Hai and Do Duc Binh).
Trainees: 20 ones (selected = 32 ones) coming from Dak To and Kon Plong districts.
Course objective: The key objective is that after the course, the trainees can be able to make maintenance plan and implement commune road maintenance in an efficient manner, and can be able to apply the guidance from the Commune Maintenance Handbook into the reality.

Observation and remarks:

26. Course preparation

- The training hall was large enough with fan system, good decoration and U-shaped table and chair arrangement.
- 12 trainees were absent, reasons (as reported by the trainer/s): some of the communes have got no telephones, and few communes have had no roads or few communes have had bad roads (very muddy in rainy days, cars can not move and the people have to walk).
- Tea breaks were well prepared at another large hall next to the training hall.

27. Training Aids/Material

- Enough training material was prepared (including HIV brochures).
- There were white board and Ao-sized paper used efficiently during the lecturing time.
- The Handbook's illustrations and tables (from the delivered RT2's CD/s) were printed/copied up to Ao-sized paper and easy for the trainees to look at.

28. Lectures and practice

- The training programme was as same as the recommended project training programme.
- Most of the trainees' schooling levels have been low. Of the trainees, there have been about 70% (junior secondary school) and about 10% (elementary school). In reality, not few commune transport staff can not calculate even area (m^2) or volume (m^3).
- Visualization tools, in which Ao-sized paper and white board were used well and synchronized (half of the board for taking more-detailed notes and half of the board for lectures).
- The trainers gave lectures with self-confidence, opening issue-oriented questions and Q&A methods.
- The trainer had clear and lively voice and got close contacts to every trainee.
- The trainers mobilized the trainees' participation well during the lecturing and practicing process.

29. Field practice

- The Tables on road survey and road situation assessment were introduced carefully and in details at the field at the beginning of Day 2.
- The tools for field practice included spirit levels, 2-m straight edges and 30-m tape measures.
- Good arrangement with bus for the trainers and trainees to travel to and back from the field.
- The surveyed road session was about 2km from National Road 14 and about 26km from the training hall, belonging to Dak Uy commune, Dak Ha district.
- At the field, the class was divided into 2 groups with common discussions guided by the trainer.
- The surveyed road has got some defects (not very typical) such as bad surface, no road sides, ditches needed to be cleaned, pot-holes (few), the 2 road sides with grass (little), ...

Summary/Recommendations

- In general, the pre-course preparation was good. The trainers worked hard and had good training methods. The trainees participated in the training process with good awareness.
- The trainers' good training methods should be expanded to other provinces.
- The surveyed road with more typical defects should be selected.
- With regard to some trainees missing due to mountainous areas, it was recommended that they would participate in next course/s.

1.7 Brief evaluation

		Pre-course preparation	Training aids and material	Training method	Practice at classroom	Practice at the field
10	Excellent					
9	Very good			X		
8	Good	X	X		X	
7	Above average					X
6	Average					
5	Under average					
4	Bad					
3						
2	Vary bad					
1						

Reported by: Ha Ngoc Khanh
Date: 07/06/2005

8.

SEACAP 10

Handbook Training For Non-RT2 Provinces

Report on Quang Ngai 3

Course information

Province: Quang Ngai **Course No:** QNI - 03
Date: 23 to 25/05/2005 **Location:** Quang Ngai Town
Supervised by: Ha Ngoc Khanh, Training Advisor, RT2
 Nguyen Cuong, Training Staff - South, SEACAP10
Supervision Date: 23 & 24/05/2005
Supervision session: Day 1 (AM and PM) and Day 2 (AM and PM)
Trainers: 3 ones (Nguyen Ngoc Thinh, Le Toi and Nguyen Xuan Bien).
Trainees: 31 ones (selected = 38 ones) coming from 3 districts: Son Tinh, Tay Tra and Ly Son (islanded district).
Course objective: The key objective is that after the course, the trainees can be able to make maintenance plan and implement commune road maintenance in an efficient manner, and can be able to apply the guidance from the Commune Maintenance Handbook into the reality.

Observation and remarks:

30. Course preparation

- The training hall was large enough with air-con system, good decoration and U-shaped table and chair arrangement.
- There was the participation (opening speech) of Mr. Le Viet Chu – Head of Quang Ngai PDOT.
- Absent: 7 trainees, reasons (as reported by the trainer/s): some of the commune staff were part-time and busy in other training/tasks, some of the communes have been about 100km from the training location.
- Tea breaks were well prepared next to the training hall.

31. Training Aids/Material

- Enough training material was prepared (including HIV brochures).

- Multimedia projector and screen were used. Training files were taken from the delivered RT2's CD/s.
- There were white board and A0-sized paper but they were not used during the with-multimedia lecturing time.
- The Handbook's illustrations and tables were printed/copied bigger but not big enough (A1-sized instead of A0-sized paper).

32. Lectures and practice

- The training programme was as same as the recommended project training programme.
- The trainers gave lectures with self-confidence and Q&A method.
- However, at the beginning of Day 1 (Session1: Introduction to the Handbook and Session 2: Road defects), there were few questions and answers, the trainer was with regular voice and less lively, therefore there was less participation from the trainees during the lecturing and practicing process.
- It is better if the trainers have open question/s to orient the trainees to the focused issue/s, and if the trainers come next to the trainees to mobilize the idea-raised movement from the trainees.

33. Field practice

- The Tables on road survey and road situation assessment were introduced at the end of Day 1 and at the field at the beginning of Day 2.
- The tools for field practice included spirit levels, 2-m straight edges and 30-m tape measures.
- Good arrangement with bus for the trainers and trainees to travel to and back from the field.
- The surveyed road session was of Ba La – Bau Set road, about 6km from the training hall, belonging to Nghia Dong commune, Quang Ngai Town.
- At the field, the class was divided into 3 groups with an average of 11 members/group. There were 3 trainers of which one trainer guided one group.
- The surveyed road has got some defects (not very typical) such as bad surface, no ditches, some water stagnant on the road, pot-holes (few), the 2 road sides with grass (little), ...

Summary/Recommendations

- In general, the pre-course preparation was good. The trainers worked hard. The trainees participated in the training process with good awareness. However, some aspects of training method should be improved as said above (ex. For participation/Interaction, open question/s should be raised at the beginning of any issue introduced).
- The surveyed road with more typical defects should be selected.
- With regard to some trainees missing, it was recommended that they would participate in next course/s.

1.8 Brief evaluation

		Pre-course preparation	Training aids and material	Training method	Practice at classroom	Practice at the field
10	Excellent					
9	Very good					
8	Good	X	X		X	
7	Above average					X
6	Average			X		
5	Under average					
4	Bad					
3						
2	Vary bad					
1						

Reported by: Ha Ngoc Khanh
Date: 06/06/2005

9.

SEACAP 10

Report on

Training For Commune Transport Staff – Ho Chi Minh City 2

1.9 Course information

Province: Ho Chi Minh City
Date: 1 to 3/08/2005
Location: Transport School of PDOT, Ho Chi Minh city
Spot-check date: 1 and afternoon 2/08/2005
Session observed: Day 1 and presentation of field survey for road conditions
Spot-check by: David Brazier, Provincial Support Programme Manager
Nguyen Khanh Binh, MIS advisor, RT2
Trainers:
1. Tran Tan Tien
2. Pham Van Tam
3. Nguyen Duy Quang
Trainees: Target: 35 trainees mainly from Hoc Mon, Cu chi, and 6 from Nha Be and Binh Chanh who missed the 1st course.

Observation and remarks:

34. Training Venue and Facilities:

PDOT Ho Chi Minh city delegated course organization to the Transport School of PDOT Ho Chi Minh city. Therefore the training facility is quite good for training, very convenient with enough light and air conditioners.



- Tables and chairs were arranged in U-shaped form which facilitated trainers to present topics and use training aids.

- Trainees:

☑ Composition of trainees: This is the 2nd course for 11 commune transport staff plus 2 district transport staff of Hoc Mon district and 20 commune transport staff plus 2 district transport staff of Cu Chi district. Apart from this target the Transport School tried to invite again 6 trainees from Binh Chanh and Nha Be districts who was absent in the 1st training course.

☑ Attendance of trainees:

- Morning 1 August: Hoc Mon district: 7/11; Cu Chi: 2/20; Binh Chanh:2/4 and Nha Be: 2/2
- Afternoon 2 August: Hoc Mon district: 10/11; Cu Chi: 12/20; Binh Chanh: 4/4 and Nha Be: 2/2.

35. Training Aids/Material

- During presentations of trainers training aids to facilitate the training such as white board, A0-size paper, markers, and multimedia projector were used.
- All trainees were provided a package of training materials including a Handbook.

36. Lectures and practice

- With training experience at transport school and particularly in the 1st Handbook training course, all 3 trainers conducted training techniques and contents delivery to trainees in a properly way.
- Interactions between trainers and trainees were set up strongly thanks to their way of lecturing not too long, group discussions, using training aids resulting creation of learning interests for trainees.



- Trainers prepared A0 forms for filling data from “survey of road conditions” of each group and this help trainee to deal with this exercise clearly.
- Trainees participated actively in presentations of the exercise “survey of road conditions” with different queries and comments for each presentation. Trainers afterwards had comments on each group’s presentation.

37. Field practice

- Not seen.

1.10 Brief evaluation

The following is some basic course evaluation:

		Training Venue & Facilities	Use of Training Aids & Materials	Lectures	Practical Exercises	Field Visit
10	Excellent					
9	Very good	√			√	
8	Good		√	√		
7	Reasonable					
6	Average					
5	Below av.					
4	Poor					
3						
2	Very poor					
1						

Reported by: Nguyen Khanh Binh
Date: 12 August, 2005

II.3.3. TRAINING COURSE EFFECTIVENESS EVALUATION

As described above in the chapter II.3 , At least 01 training Course (15 to 20% of total) of every province, the Course Effectiveness Evaluation was carried out at the start and the end of the Course (RT2 norm: 10% of Training courses).

Before the Course start, The Consultant Training Managers delivered to every course Participant a project Course effectiveness forms with 12 questions and the participants were requested to answer them. 7 first questions concern the Participant Maintenance Knowledge and 5 last one are the Actual Maintenance culture of the localities where the course participants are from.

By the end of the training course, The Participants were requested to answer the same 12 questions.

The Consultant have filled the Tables of Course effectiveness evaluation by 12 Participant pre-course and post-course answers . The Training Course effect will be defined by comparison between the pre-course and post-course correct answers on percentage (% of correct answers).

Please see the spread sheet - the Summary table of Training course Effectiveness evaluation of 21 seacap-10 Provinces in the Appendix 10 and detailed table of Course EE in the Training reports of 21 Seacap-10 provinces attached (Excel: 3 day Course\ Northern and southern provinces)

The consultant Comments on the Table of EE:

- The Maintenance Knowledge of Trainees was significantly raised (See attachment the Training Course EE for 5 day TOT Courses and 3 day Commune Handbook Training of every province).

For example: The following are main figures (take attention in Maintenance Knowledge from Question1 to Question 7 – the average value from 21 Provinces).

Average from Q1 to Q7	Pre-course	Post-course
- Correct answers	41.6	89.1
- incorrect answers	30.6	11.8
- I don't know	15.3	0.2
- i don't understand the question	9.2	0.1

From the appendix 10 and the table above we have the comment: The most effective is training course in Kontum Province : Pre-course correct answer : 41%, and post-course correct answer: 98,2%. The worst course is in Lang Son Province: Pre-course correct answer : 41,2%, and post-course correct answer: 70,8%. But This comparison has only the relative meaning.

- Due to difference of educational level of Commune transport staff of different provinces, the Training course Effectiveness was different.

II.3.4. End Course Assessment (Feedback from Course Participants)

The Training course participants could have some comments on the Project Training programme. Their feedback is important to improve the Project on different aspects such as: Training contents of Maintenance handbook, Project Training Methodology, Training duration, Project objectives and the participant impressions on the training courses.

By the end of every training course, the Course participants were delivered a project form of assessment (Their comments on the training course) and they have to answers 6 questions. The Consultant has combined all these answers of every province participants in one table called “ Table of end course assessment “. Please see the [Appendix 11](#) – Table of end course assessment summary. The Detailed end course assessment of every province is in file attached (Excel: 3 day course for provinces\Northern and southern provinces)

Consultant Comments:

- 1- 100% of Course Participants were happy with the Project handbook Training Courses which they attended and they found it very useful for Commune transport staff and their communities (see attachment the End Course Assessment)
- 2- 100% of Participants feel that the training course was well organized.
- 3- 92% of participants said that the speed of the training course is about right.
- 4- 65% of Participant said that the leng of Training courses is about right, 35% said that the one is short.
- 5- 61% of Participants said that the training contents are clear and understandable, 39%- very clear and understandable
- 6- 53% of Participants said that the training course was very enjoyable and 46% - Injoyable.

More detailed- Please see in appendix 11.

The consultant think that it's not necessary to issue any comment from the figure above and this one can prove how the Project Commune handbook training is important for improving the capacity of commune transport staff of VietNam.

III. Cost performance of Commune Handbook training for 21 Non-RT2 Provinces

In accordance with the Clause 10 - Appendix A- Terms of Reference of this contract, basing on the contract price agreed between The Transport College of Middle Area of VN (Sea cap-10 Consultant) and Crown Agents – UK (The Client), The Consultant summarise the cost performance of commune Handbook Training for 21 non-RT2 Provinces (Contract Milestone 5). The Consultant proposal for payment (Invoice No4) include this cost (for milestone 5) and cost of Milestone 7- final report.

The cost performance of commune Handbook Training for 21 non-RT2 Provinces (Contract Milestone 5) will be payable on base of actual number of participants of 21 provinces attended the training courses (Please see the table of Participant information above).

No	Items of expense	Unit	Quantities	Contract unit Price(USD/Per.)	Total cost (USD)/GBP
1	Target number of Participants (21 Provinces)	Person	3.395	56	USD190.120 GBP 104.461
2	Actual Number of Participant (21 Provinces)	Person	3.270	56	USD 183.120 GBP 100.615
	Percentage achieved (%)		96,3%		96,3%
	Sum deducted from contract lump sum		125		GBP 3.846

From the Table above, it's clear that The payment for Contract Milestone 5 (3 day Commune Handbook Training courses) will be :

$$T = \text{GBP } 23.441,29 - \text{GBP } 3846 = \text{GBP } 19.595,29$$

(See it in the in voice No4).

Notes: We are using the Exchange Ratio at the moment the Contract signed: GBP 1 = USD 1,82.

The Consultant confirm our transparence in the Account. All budget supported to Provincial Training are governed by RT2 Budget norm. All forms of receipts are extracted from RT2 account forms. They are clear and easy access to Account Audit.

IV. GENERAL COMMENTS AND RECOMMENDATIONS

After one year of Consultancy service on Commune Handbook Training for 21 non-RT2 Provinces and through the analysis of Training Course EE, End Course Assessment carried out by Consultant training Managers for Every Province, The Consultant has the following comments :

- Whether the percentage of Course attendance (>96%) can meet the Project target, but there is a bit big difference between different provinces. It's High for the Provinces in North but it's Low for Provinces in South. In spite of the Mountainous Transport difficulties , The Northern PPC and PDOTs have organized well the Maintenance Handbook Training.
- The role of the PDOTs, the Co-ordination between PDOTs, PC of different level and Project Consultant are very important for the success of the Handbook Training. In somme Northern Provinces as Lao cai, HaGiang et. the PDOTs have authorised the District PCs to invite their Commune transport staff to the Project Training Courses. Some District PCs were ready to support the training course on the Course organization. And we see that the percentage of Course attendance in this Provinces is very high.
- The Quality, the qualification of PDOT handbook trainers effected very much on the quality of Training Courses. So the PDOTs should select their qualified Engineer with good attitude to Training to attend the TOT Course.
- During the TOT Course, The PDOT Trainers to be trained well on the Course organization. Course Organization lesson learned from RT2 is very useful for every PDOT Handbook Trainer.
- The educational level of Course Participants is very Different in every Province. Therefore in each Province , the Training courses should be organized by regions. The Mountainous Participants should be trained in one Course. The Training programme should be changed longer to suit them.
- Almost PDOTs and PPCs are interested in the Project Handbook Training. Their good Co-operation and Co-ordination with Project consultant is the basic of the success of Project implementation.
- All Seacap-10 provinces have volunteered to contribute their partnership fund for the training courses. The Provincial contribution to Training courses is about 10% of Project support budget. This contribution was used for renting the Bus for field trip, Lesson Hall and hall service, et..

- The Community propaganda (Radio, TV) on Rural Road Maintenance is very important to improve the Community awareness on Their Road Maintenance.
- For the sustainable development of rural road Transport, every commune have to have their permanent transport staff. Their Maintenance Knowledge and awareness to be renewed and updated regularly every year.
- Permanent Handbook training for Commune staff could be regularly given by PDOT (even when the Project Fund is not available) by PDOT Trainers or District Transport staff who has good result on the Project commune Handbook training.
- The PDOT of every Province should organize the annual Rural Road maintenance workshop for their communes, where the Communes who maintain well their Commune Roads to be commended and rewarded. The Maintenance Lesson learned may be obtained through this workshop.
- The MOT Interest in the Road Maintenance and Maintenance training for Commune transport staff is very important for the Provincial Maintenance policy taking shape and sustainable development of Rural Road Transport. The MOT should issue the Policy to support the Projects on Rural Road Maintenance and Compel the local authorities, PDOTs to undertake to do it. The MOT should issue the Provisions to give priority on the Road construction and upgrading fund to those Provinces who maintain well their Rural Roads and organise well the Maintenance Handbook Training for Their Communes. Besides, The RTU of MOT to be well and regularly kepted in information on Maintenance works including the Commune Maintenance Training of all Provinces.

V. Attachments

- ▶ Invoice No4 for 5-th and 7-th milestones – By Email and by EMS (Electronic Copy on CD)

VI. Appendix

No of Appendix	Main Contents
1	TOT Course\Northern Provinces\ Participant information
2	TOT Course\Northern Provinces\ Table of Course EE
3	TOT Course\Northern Provinces\ End course assessment
4	TOT Course\Southern Provinces\ Participant information
5	TOT Course\Southern Provinces\ Table of Course EE
6	TOT Course\Southern Provinces\ End course assessment
7	Sea cap-10 Training schedule.Rev6
8	3 day course participant information
9	Training course Assessment
10	Table of Course EE summary
11	Table of End course Assessment

Reported by: Consultant Manager

Nguyen Dinh Linh

5 DAY TOT COURSE FOR NORTHERN PROVINCES - PARTICIPANTS INFORMATION

Date Of Course : 24th Jan. 2005

Location of Course : Ha Noi

Duration of Course : 5 Days

No	NAMES	PROVINCES (PDOTS OF PROVINCES)				YEAR OF BIRTH	EDUCATION LEVEL				GOV. POSITI	
		inside of city where the course is organized	Quatities	Outside of city where the course is organized	Quatities		First stage (from class 1 to 4)	Second stage (from class 5 to 8)	Third stage (from class 9 to 12)	Universit y	Transpor t staff	PDOT leader
1	Nguyễn Hữu Tài			Phú Thọ	1	1960				1	1	
2	Đỗ Đức Bổng			Phú Thọ	1	1960				1	1	
3	Nguyễn Đức Long			Phú Thọ	1	1978				1	1	
4	Lê Ngọc Minh			Yên Bái	1	1976				1	1	
5	Ngô Quốc Trường			Yên Bái	1	1975				1	1	
6	Trần Anh Tuấn			Yên Bái	1	1974				1	1	
7	Đào Đăng Chuyên			Sơn La	1	1972				1	1	
8	Nguyễn Văn Ninh			Sơn La	1	1964				1	1	
9	Trần Công Thịnh			Sơn La	1	1964				1	1	
10	Hoàng Văn Thành			Hà Giang	1	1953				1	1	
11	Trần Huy Tới			Hà Giang	1	1960				1	1	
12	Lê Tiến Dũng			Hà Giang	1	1975				1	1	
13	Nguyễn Mạnh Yên			Lào Cai	1	1954				1	1	
14	Trần Đức Hoài			Lào Cai	1	1956				1	1	
15	Nguyễn Thị Yên			Lào Cai	1	1956				1	1	
16	Trần Văn Vương			Lạng Sơn	1	1975				1	1	
17	Nguyễn Sỹ Tấn			Lạng Sơn	1	1967				1	1	
18	Nguyễn Văn Mạnh			Lạng Sơn	1	1965				1	1	
19	Đào Duy Hùng			Bắc Kạn	1	1979				1	1	
20	Đình Văn Dũng			Bắc Kạn	1	1960				1	1	
21	Nguyễn Thanh Giang			Thái Nguyên	1	1975				1	1	
22	Lê Văn Sơn			Thái Nguyên	1	1960				1	1	
23	Ngô Mạnh Cường			Thái Nguyên	1	1970				1	1	
24	Lưu Quốc Việt	Hà Nội	1			1949				1	1	
25	Nguyễn Đức Thiện	Hà Nội	1			1955				1	1	
26	Hoàng Văn Triều			Cao Bằng	1	1968				1	1	
27	Nguyễn Đình Hùng			Cao Bằng	1	1973				1	1	
28	Nông Đức Thái			Cao Bằng	1	1957				1	1	
29	Hoàng Văn Nguyên			Bắc Giang	1	1954				1	1	
30	Vũ Văn Công			Bắc Giang	1	1976				1	1	
31	Phạm Văn Hậu			Bắc Giang	1	1958				1	1	
32	Vũ Tuấn Dũng			Hoà Bình	1	1970				1	1	
33	Nguyễn Phú Hùng			Hoà Bình	1	1973				1	1	
34	Nguyễn Thị Chung			Hoà Bình	1	1958				1	1	
35	Đoàn Năng Liên			Hải Phòng	1	1957				1	1	
36	Ngô Việt Hồng			Hải Phòng	1	1950				1	1	
Total			2		34	1965	0	0	0	36	36	0

Seacap-10 Consultant Manager : N D Linh

Province : Northern

Total number of valid trainees

36

Course Name : TOT Course

Commune handbook training

Note : Enter the name of Province, Course number only

Questions and answers		Pre course %	Post course %
A	Questions 1 to 7		
	Question N1		
	- Correct answers	75.00	81.25
	- incorrect answers	4.86	1.39
	- I don't know	-	3
	Question N2		
	- Correct answers	85	93
	- incorrect answers	35	54
	- I don't know	-	-
	- i don't understand the question	-	-
Question N3			
- Correct answers	91	94	
- incorrect answers	2	2	
- I don't know	-	-	
- i don't understand the question	-	-	
Question N4			
- Correct answers	86	97	
- incorrect answers	8	3	
- I don't know	-	-	
- i don't understand the question	-	-	
Question N5			
- Correct answers	64	83	
- incorrect answers	33	17	
- I don't know	3	-	
- i don't understand the question	3	-	
Question N6			
- Correct answers	17	58	
- incorrect answers	40	40	
- I don't know	14	-	
- i don't understand the question	14	-	
Question N7			
- Correct answers	21	78	
- incorrect answers	44	22	
- I don't know	14	-	
- i don't understand the question	11	3	
B	Question 8 to 12		
	Question N8		
	- Yes	39	-

Questions and answers		Pre course %	Post course %
	- No - I don't know - i don't understand the question	50 6 8	- - -
	Question N9 - Yes - No - I don't know - i don't understand the question	36 53 8 3	- - - -
	Question N10 - Yes - No - I don't know - i don't understand the question	17 72 6 -	- - - -
	Question N11 - Yes - No - I don't know - i don't understand the question	53 31 11 -	- - - -
	B - Q12:How does your commune find resources for undertaking Routine 1 Maintenance? - From compulsory or voluntary labor contribution from local community - From Monetary contributions from Local community - From Commune Budget - From District and Province Budget - From Tolls on vehicles using the roads - From Taxes/contribution from local enterprises and commercial transport operators - I Don't Know - I Don't understand the question - Other	86 42 25 44 11 11 3 - -	- - - - - - - - -

Reported by : Consultant Manager : ND Linh

N. of Participants	A : GENERAL									
	1: Did You feel that the Course was well organized?		2 : How would you describe the speed of the course?			3 : How would you describe the lenth of the course?			4: How clear understandable course conte	
	Yes	No (why)?	Too slow	About right	Too rushed	Too short	About right	Too long	Very clear and unders- tandabl e	Clear and unders- tandabl e
1	1	0	0	1	0	0	1			1
2	1			1			1			1
3	1			1			1			1
4	1			1			1			1
5	1				1		1		1	
6	1				1		1			1
7	1			1			1		1	
8	1				1			1		1
9	1			1			1		1	
10	1			1			1			1
11	1			1			1			1
12	1			1			1		1	
13	1			1			1		1	
14	1			1			1			1
15	1				1		1			1
16	1				1			1		1
17	1			1			1			1
18	1			1			1			1
19	1			1			1			1
20	1			1			1			1
21	1			1			1			1
22	1			1			1			1
23	1			1			1			1
24	1			1			1			1
25	1			1			1		1	
26	1			1			1		1	
27	1			1			1			1
28	1			1			1		1	
29	1			1			1		1	

30	1			1			1			1
31	1			1			1		1	
32	1			1			1			1
33	1			1		1			1	
34	1			1			1		1	
35	1			1			1		1	
36	1			1			1		1	
Total of opinions	36	0	0	31	5	1	33	2	14	22
percentage of opinion	100%	0%	0%	86%	14%	3%	92%	6%	39%	61%

Note : The figure 1 mean the answer : yes

Seacap-10 Consultant Manager : N D Linh

NORTHERN PROVINCES - END OF COURSE ASSESSMENT

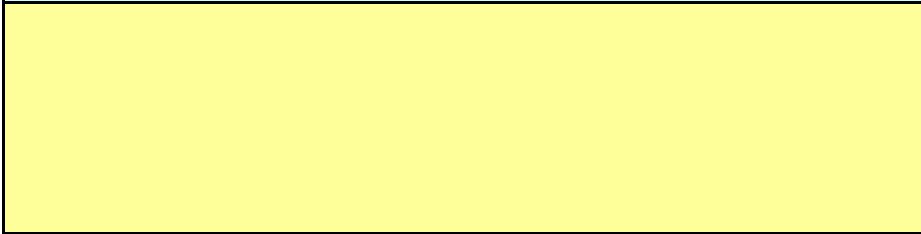
Location : Hanoi

B: COURSE								
and was the nts?	5: How useful the subjects of the Course for you as the PDOT Trainers ?				6: Could you understand the role of TOT in the Planing and organizing the RT2 Commune handbokk training ?		7:How enjoyable Course?	
Not Clear and unders- tandabl e	All subjects are useful	Almost subjects are useful	some subject s are useful	All subjects aren't useful	Yes	No	Very enjoy able	enjoy able
		1			1			1
		1			1			1
	1				1			1
	1				1		1	
	1				1		1	
	1					1		1
		1			1		1	
	1				1		1	
	1				1		1	
		1			1			1
	1				1		1	
	1				1			1
			1		1			1
			1		1			1
			1		1			1
	1				1			1
		1			1			1
		1			1			1
		1			1			1
	1				1		1	
		1			1			1
	1				1			1
	1				1		1	
	1				1		1	
		1			1			1

	1				1			1
		1			1			1
		1			1			1
		1			1		1	
	1				1			1
		1			1		1	
	1				1			1
0	20	13	3	0	35	1	13	23
0%	56%	36%	8%	0%	97%	3%	36%	64%

C: COMMENT

Please give any comments that you feel may be useful



The Course summarized the Knowledge and the experiences in the good system

The Contents of the Course reflect the problems in which the PDOT interested

I Think that the course is very useful for the communes in the Management and maintenance of rural Road

The Course is very useful. I will try to transfer it to all communes of our province

The Course is very useful. I will try to transfer it to all communes of our province

The Course is very useful. I will try to transfer it to all communes of our province

The Methodologie of training is very good

The course was organized well. The trainees have catch the problems

5 DAY TOT COURSE FOR SOUTHERN PROVINCES - PARTICIPANTS INFORMATION

Date Of Course : 28th March. 2005

Location of Course : HCM City

Duration of Course : 5 Days

No	NAMES	PROVINCES (PDOTS OF PROVINCES)				YEAR OF BIRTH	EDUCATIONAL LEVEL				GOV. POSITI	
		inside of city where the course is organized	Quatities	Outside of city where the course is organized	Quatities		First stage (from class 1 to 4)	Second stage (from class 5 to 8)	Third stage (from class 9 to 12)	Universit y	Transpor t staff	PDOT leader
1	Nguyễn Thành Trí			Phú Yên	1	1959				1		1
2	Nguyễn Phương Đông			Phú Yên	1	1970				1		1
3	Huỳnh Đức Tiếng			Phú Yên	1	1966				1	1	
4	Nguyễn Ngọc Thịnh			Quảng Ngãi	1	1978				1	1	
5	Lê Tới			Quảng Ngãi	1	1978				1	1	
6	Nguyễn Xuân Biên			Quảng Ngãi	1	1977				1	1	
7	Đỗ Văn Công			Bình Định	1	1960				1		1
8	Đỗ Nguyên Đức			Bình Định	1	1960				1	1	
9	Vũ Sông Hồng			Bình Định	1	1951				1	1	
10	Trần Văn Chuyên			Trà Vinh	1	1956				1	1	
11	Phạm Văn Đầy			Trà Vinh	1	1964				1		1
12	Phạm Văn Tân			Trà Vinh	1	1972				1		1
13	Đỗ Đức Bình			Kon Tum	1	1964				1	1	
14	Trần Thanh Hải			Kon Tum	1	1967				1	1	
15	Ninh Văn Đế			Kon Tum	1	1968				1		1
16	Lê Văn Nhân			Bến Tre	1	1975				1	1	
17	Hà Văn Thảo			Bến Tre	1	1968				1		1
18	Lê Hoàng Thuận			Bến Tre	1	1974				1	1	
19	Nguyễn Quốc Tuấn			Sóc Trăng	1	1967				1		1
20	Lê Quang Dũng			Sóc Trăng	1	1968				1		1
21	Trương Công Thoàng			Sóc Trăng	1	1959				1	1	
22	Phạm Văn Tám	Sài Gòn	1			1961				1	1	
23	Trần Tân Tiến	Sài Gòn	1			1956				1	1	
24	Nguyễn Duy Quang	Sài Gòn	1			1975				1	1	
	Total		3		21	1966	0	0	0	24	15	9

Seacap-10 Consultant Manager : N D Linh

Seacap-10 Conculancy

Course effectiveness Evaluation result analysis

Province : Southern

Pre Course

Total number of valid trainees

24

Post Course

Total number of valid trainees

22

Course Number :

TOT Course for southern provinces

Note : Enter the name of Province, Course number only

Questions and answers		Pre course %	Post course %
A	Questions 1 to 7		
	Question N1		
	- Correct answers	67.71	72.73
	- incorrect answers	2.08	2.27
	- I don't know	-	-
	Question N2		
	- Correct answers	81	93
	- incorrect answers	17	36
	- I don't know	-	-
	- i don't understand the question	-	-
Question N3			
- Correct answers	55	89	
- incorrect answers	19	8	
- I don't know	-	-	
- i don't understand the question	-	-	
Question N4			
- Correct answers	54	100	
- incorrect answers	46	-	
- I don't know	-	-	
- i don't understand the question	-	-	
Question N5			
- Correct answers	58	82	
- incorrect answers	42	18	
- I don't know	-	-	
- i don't understand the question	-	-	
Question N6			
- Correct answers	11	82	
- incorrect answers	49	12	
- I don't know	4	-	
- i don't understand the question	-	-	
Question N7			
- Correct answers	27	95	
- incorrect answers	25	2	
- I don't know	4	-	
- i don't understand the question	-	-	
B	Question 8 to 12		
	Question N8		

Questions and answers		Pre course %	Post course %
	- Yes - No - I don't know - i don't understand the question	83 17 - -	- - - -
	Question N9 - Yes - No - I don't know - i don't understand the question	75 21 - -	- - - -
	Question N10 - Yes - No - I don't know - i don't understand the question	42 50 4 -	- - - -
	Question N11 - Yes - No - I don't know - i don't understand the question	50 42 8 -	- - - -
	B - Q12:How does your commune find resources for undertaking Routine 1 Maintenance? - From compulsory or volunto-ry labor contribution from local community - From Monetary contributions from Local community - From Commune Budget - From District and Province Budget - From Tolls on vehicles using the roads - From Taxes/contribution from local enterprises and commercial transport operators - I Don't Know - I Don't understand the question - Other	63 46 21 46 13 13 4 - -	- - - - - - - - -

Reported by : Consultant Manager : ND Linh

N. of Participants	A : GENERAL								4: How clear understandable course conte	
	1: Did You feel that the Course was well organized?		2 : How would you describe the speed of the course?			3 : How would you describe the lenth of the course?				
	Yes	No (why)?	Too slow	About right	Too rushed	Too short	About right	Too long	Very clear and unders- tandabl e	Clear and unders- tandabl e
1	1	0	0	1	0	0	1			1
2	1			1				1		1
3	1			1			1			1
4	1				1		1			1
5	1			1			1			1
6	1		1				1			1
7	1			1			1		1	
8	1			1			1			1
9	1			1			1		1	
10	1			1			1			1
11	1			1			1			1
12	1			1		1				1
13	1				1	1				1
14	1			1			1		1	
15	1			1			1		1	
16	1			1			1			1
17	1			1			1			1
18	1			1			1			1
19	1			1		1				1
20	1			1			1		1	
21	1			1			1		1	
22	1			1			1		1	
Total of opinions	22	0	1	19	2	3	18	1	7	15
Percentage of opinion	100%	0%	5%	86%	9%	14%	82%	5%	32%	68%

Note : The figure 1 mean the answer : yes

Seacap-10 Consultant Manager : N D Linh

NORTHERN PROVINCES - END OF COURSE ASSESSMENT

Location :HCM City

B: COURSE								
and was the nts?	5: How useful the subjects of the Course for you as the PDOT Trainers ?				6: Could you understand the role of TOT in the Planing and organizing the RT2 Commune handbokk training ?		7:How enjoyable Course?	
Not Clear and unders- tandabl e	All subjects are useful	Almost subjects are useful	some subject s are useful	All subjects aren't useful	Yes	No	Very enjoy able	enjoy able
	1				1		1	
		1			1			
			1		1			
		1			1			1
		1			1		1	
		1			1			1
	1				1		1	
			1		1			1
	1				1			1
		1			1			1
		1			1		1	
	1				1		1	
			1		1			1
	1				1		1	
				1	1		1	
	1				1		1	
	1				1		1	
		1			1		1	
	1				1		1	
			1		1		1	
	1				1		1	
				1	1			1
	1				1		1	
	1				1			1
0	11	7	4	0	22	0	11	9
0%	50%	32%	18%	0%	100%	0%	50%	41%

No	SUMMARY	PARTICIPANTS FROM				
		Districts		Communes		
		Names	Quantity	in the city where the course is org.	Quantity	Outside of the city
	Total		19		4	

Province : Lao Cai

Course reference: LCI_01

Venue : Lao Cai PDOT Training Center

Start Date: 4/6/2005

No	NAME	FROM				
		Districts		Communes		
		Names	Quantity	in the city where the course is org.	Quantity	Outside of the city
1	Trần văn Minh	Bảo thắng				Xuân Giao
2	Trần Văn Định					Sơn Hà
3	Phạm Văn Luận					Phú Nhuận
4	Bùi Quang Tấn					Phố Lu
5	Bùi Thanh Nhập					Sơn Hải
6	Thái Bình Huân	Bảo thắng	1			
7	Trần văn hà	Bảo thắng	1			
8	Hoàng văn Cương					Bản Cắm
9	Lữ Hoàng Diệu					Gia Phú
10	Phạm Văn canh					Xuân Quang
11	Trịnh Doãn Xá					Trì Quang
12	Đào Minh Hải					Phong Niên
13	Nguyễn Huy Huấn					Thái Niên
14	Phạm Anh Hùng					Tằng Lo ỏng
15	Phạm Văn Bách					Phong Hải
16	Lưu Vũ Anh					Bản Phiệt
17	Sùng Xoá	Mường Khương				La Pan Tấn
18	Triệu Kiến Phúc					La Pan Tấn
19	Vàng Dui Xuân					Thanh Bình
20	Nguyễn Văn Thái					Bản Sen
21	Cao Xuân Phà					Tả Gia Khâu
22	Sên Quang Trung	Mường Khương	1			
23	Sên quang Thảo					Tung chung phố
24	Lực Quân Đức					Nấm Lư
25	Thào Sùng					Tả thàng
26	Nguyễn văn Toan					Bản Lầu

21	Ma Anh Dũng	Bắc Hà				Bản cái
22	Tráng Seo Khoá	Bắc Hà				Tả van Chư
23	Vàng Văn Sỏi	Bắc Hà				Tả chải
24	Giàng A Lao	Si ma Cai				Cán Cờ
25	Vàng Văn Hợi	Bắc Hà				Naặm Mòn
26	Giàng Seo Cú	Si ma Cai				Sán Chải
27	Lù Chá Mìn	Si ma Cai				Si ma cai
28	Giàng Seo Là	Si ma Cai				Nàn sán
29	Lê Công Bình	Bắc Hà	1			
30	Nguyễn Thị Nhung	Bắc Hà	1			
31	Nguyễn văn Phúc	Si ma Cai	1			
32	Lưu Seo Lao	Si ma Cai				Mản Thẩn
33	Phàn Văn Dồn	Bắc Hà				Nậm Khánh
34	Lý Xuân Cháng	Bắc Hà				Bản Phố
35	Đỗ Quang Đạt	Bắc Hà				Bản Già
36	Hảng seo vẫn	Bắc Hà				Lùng Sui
37	Bàn A Ton	Bắc Hà				Nậm Dết
	Total		4		0	

Province : Lao Cai
Course reference: LCI_03
Start Date: 4/23/2005

VeNue: Bat Xat

No	NAME	PARTICIPANTS FROM				
		Districts		Communes		
		Names	Quan - tity	in the city where the course is org.	Quan - tity	Outside of the city
1	Chảo văn Sinh	Bát xát				A Mú Sung
2	Giàng Thị Sen	Bát xát				Bản Xõo
3	Lý Củi Phủ	Bát xát				Tòng Sánh
4	Sùng A Toả	Bát xát				Dềnh Thành
5	Nguyễn Xuân Thuỷ	Bát xát				Mường Vi
6	Hâu A Dơ	Bát xát				Pa Cheo
7	Tần Dùi Phin	Bát xát				Alù
8	Lưu Xuân Thung	Bát xát				Trung Lèng Hồ
9	Lâu A Dính	Bát xát				Ngãi Thầu
10	Trần Văn Tìn	Bát xát				Bản Qua
11	Nguyễn Văn chính	Bát xát				Cốc San
12	Vũ Đức Năm	Bát xát				Cốc Mỳ
13	Dươnginh Thắng	Bát xát				Quang Kim
14	ĐĐỗ Thanh Nam	Bát xát				Dền Sán
15	Chỉ Pín Hoà	Bát xát				Mường Hum
16	Lý Văn Thành	Bát xát				Nậm Pung
17	Vàng A Hoà	Bát xát				ý Tý
18	Lò Văn Siêng	Bát xát				Nậm Chạc
19	Bùi Văn Trọng	Bát xát				Bản vược

20	Tần Dân Chấn	Bát xát				Phìn Ngan
21	Đào Văn Tới	Bát xát	1			
22	Lê Đức Dũng	Bát xát	1			
23	Nguyễn Hải Tùng	Bát xát	1			
24	Phản Trung Thu	Bát xát				Trịnh Tường
Total			3		0	

Province : Lao Cai
Course reference: LCI_04
Start Date: 5/4/2005

VeNue: Van Ban District

No	NAME	PARTICIPANTS FROM				
		Districts		Communes		
		Names	Quan - tity	in the city where the course is org.	Quan - tity	Outside of the city
1	Hoàng Xuân Đê	Văn Bàn				Minh Lương
2	Hoàng Văn Pèng	Văn Bàn				Liêm Phú
3	Bàn Văn San	Văn Bàn				Nậm Xé
4	Lê Quang Trung	Văn Bàn				Tân Thượng
5	Hà Đình Xiên	Văn Bàn				Chiềng Ken
6	Hoàng Thanh Khang	Văn Bàn				Võ Lao
7	Hoàng Đình Va	Văn Bàn				Khánh Yên Thượng
8	Lương Văn Thanh	Văn Bàn				Sơn Thủy
9	Hà Văn So	Văn Bàn				Thấm Dương
10	Hoàng Văn Chèng	Văn Bàn				Hoà Mạc
11	Phạm Ngọc Tân	Văn Bàn				Làng Giàng
12	Nguyễn Văn Chính	Văn Bàn				Văn Sơn
13	Phạm Văn Cường	Văn Bàn	1			
14	Trần Văn Phương	Văn Bàn				Khánh Yên Hạ
15	Hứa Thanh Tình	Văn Bàn				Nậm Dạng
16	Nguyễn Thành Lâu	Văn Bàn	1			
17	Hoàng Văn Ngọc	Văn Bàn				Dương Quỳnh
18	Phùng Xuân Phương	Văn Bàn				Nậm Xây
19	Triệu Văn Hoa	Văn Bàn				Dần Thành
20	Nguyễn Duy Cường	Văn Bàn				Nậm Mả
21	Nguyễn Viết Xuân	Văn Bàn				Tân an
22	Dương Đình Sắc	Văn Bàn				Khánh Yên Trung
23	Giàng A Tệnh	Văn Bàn				Nậm Chày
24	Triệu Hữu Châu	Văn Bàn				Nậm Tha
Total			2		0	

Province : Lao Cai
Course reference: LCI_05
Start Date: 5/9/2005

Venue : Lao Cai PDOT Training Center

No	NAME	PARTICIPANTS FROM				
		Districts		Communes		
		Names	Quantity	in the city where the course is org.	Quantity	Outside of the city
1	Hoàng Văn Pao	Bảo Yên				Tân Tiên
2	Hoàng Công Đơn	Bảo Yên				Vĩnh Yên
3	Hoàng Kim Tới	Bảo Yên				Lương Sơn
4	Hoàng Nghĩa Thịnh	Bảo Yên				Tân Dương
5	Nguyễn Thị Lý	Bảo Yên	1			
6	Phùng Văn Phong	Bảo Yên	1			
7	Lý Văn Chấn	Bảo Yên				Điện quan
8	Hà Thế Viện	Bảo Yên				Yên sơn
9	Đặng Ngọc Vinh	Bảo Yên				Thượng Hà
10	Trần Bá Quả	Bảo Yên				Việt Tiến
11	Đặng Văn Nhộn	Bảo Yên				Long Phúc
12	Vương Thanh Hùng	Bảo Yên				Cam Cạn
13	Lộc Đình Niêm	Bảo Yên				Xuân Thượng
14	Nông Văn Hợp	Bảo Yên				Long Khánh
15	Vũ Đức Thiết	Sa Pa	1			
16	Tấn Văn Trừu	Sa Pa				Nậm Cang
17	Đào Văn Vinh	Sa Pa				Bản Hồ
18	Chảo Kiên Nhân	Sa Pa				Bản Phùng
19	Chảo Dũng Tá	Sa Pa				Suối Thầu
20	Giàng A Chu	Sa Pa				Thanh Kim
21	Giàng A Páo	Sa Pa				Trung Chải
22	Nguyễn Văn Quay	Bảo Yên				Nghĩa Đổ
23	Nguyễn Xuân Thanh	Bảo Yên				Xuân Hoà
24	Trần Thành Nam	Bảo Yên				Xuân Hoà 2
25	Nguyễn Văn Chung	Bảo Yên				Bảo Hà
26	Kim Thanh Tặng	Bảo Yên				Minh Tân
27	Hạng A Sang	Sa Pa				Tả Giàng Phình
28	Ma A Sùng	Sa Pa				Sa Sả Hồ
29	Giàng A Lung	Sa Pa				Tả Van
30	Chảo Duẩn Sửu	Sa Pa				Bản Khoang
31	Đào Xuân Trường	Sa Pa	1			
32	Lương Ngọc Thịnh	Bảo Yên				Kim Sơn
33	Ma A Chơ	Sa Pa				Sa pả
34	Nguyễn Đình Thăng	Sa Pa	1			
Total			5		0	0

- PARTICIPANT INFORMATION

Quantity	YEAR OF BIRTH (AVERAGE)	EDUCATION LEVEL				GOV. POSITION			Act.number of Participants:	Target :	Percentage of attendance
		Pri- mary	Se- con- dary	High scho ol	Col- lege	Transport staff	Com- mune leader	Leader of another org.			
136	1966	32	48	63	16	85	71	3	159	159	100%

Act.number of Participants:

40

Target :

28

Quantity	YEAR OF BIRTH	EDUCATION LEVEL				GOV. POSITION		
		Pri- mary	Se- con- dary	High scho ol	Col- lege	Transport staff	Com- mune leader	Leader of another org.
1	1955	1				1		
1	1985			1		1		
1	1957		1			1		
1	1959			1			1	
1	1958			1		1		
	1963				1	1		
	1978			1		1		
1	1971			1		1		
1	1977			1				1
1	1958	1				1		
1	1961	1				1		
1	1958	1				1		
1	1958			1			1	
1	1978			1		1		
1	1979			1		1		
1	1971			1		1		
1	1967		1			1		
1	1963			1			1	
1	1969		1				1	
1	1953			1		1		
1	1980		1				1	
	1964				1	1		
1	1973		1				1	
1	1971		1				1	
1	1966		1				1	
1	1959			1			1	

1	1967		1				1	
1	1971		1				1	
1	1954		1			1		
1	1963	1					1	
1	1966				1		1	
1	1974		1				1	
1	1961		1				1	
1	1977		1				1	
	1957				1	1		
	1980				1	1		
	1967				1	1		
1	1959	1					1	
1	1974			1			1	
1	1967			1			1	
1	1962			1		1		
1	1958			1		1		
1	1968		1				1	
33	1968	5	16	11	5	14	23	0

Act.number of Participants: 24
Target : 33

Quantity	YEAR OF BIRTH	EDUCATION LEVEL				GOV. POSITION		
		Pri- mary	Se- con- dary	High scho ol	Col- lege	Transport staff	Com- mune leader	Leader of another org.
1	1983		1			1		
1	1980			1		1		
1	1960	1				1		
1	1975		1			1		
1	1957		1			1		
1	1978	1				1		
1	1972	1				1		
1	1971		1			1		
1	1975	1				1		
1	1962		1			1		
1	1958			1		1		
1	1960			1		1		
1	1962		1			1		
1	1980			1		1		
1	1958	1				1		
1	1967	1				1		
1	1978		1			1		
1	1971	1				1		
1	1983			1		1		

1	1959		1			1		
	1954				1	1		
	1960			1		1		
	1966				1	1		
1	1971		1			1		
21	1968.3	7	9	6	2	24	0	0

Act.number of Participants: 24

Target : 32

Quantity	YEAR OF BIRTH	EDUCATION LEVEL				GOV. POSITION		
		Pri- mary	Se- con- dary	High scho ol	Col- lege	Transport staff	Com- mune leader	Leader of another org.
1	1950	1				1		
1	1962	1					1	
1	1979	1					1	
1	1957	1				1		
1	1957	1				1		
1	1955	1				1		
1	1958	1					1	
1	1968	1					1	
1	1961	1				1		
1	1957	1				1		
1	1960	1					1	
1	1960	1					1	
	1957				1			1
1	1964			1		1		
1	1975			1		1		
	1968			1		1		
1	1958	1						1
1	1979			1		1		
1	1971		1				1	
1	1970			1		1		
1	1960			1			1	
1	1960			1		1		
1	1978		1				1	
1	1966		1				1	
22	1963.8	13	3	7	1	12	10	2

Act.number of Participants: 34

Target : 33

Quant - ity	YEAR OF BIRTH	EDUCATION LEVEL				GOV. POSITION		
		Pri- mary	Se- con- dary	High scho ol	Col- lege	Transport staff	Com- mune leader	Leader of another org.
1	1975			1			1	
1	1961			1			1	
1	1958			1			1	
1	1955			1			1	
	1960			1		1		
	1958				1	1		
1	1952			1			1	
1	1957			1			1	
1	1957			1		1		
1	1961			1			1	
1	1949			1			1	
1	1949		1				1	
1	1963			1			1	
1	1962			1			1	
	1954				1	1		
1	1954		1				1	
1	1961		1				1	
1	1968		1				1	
1	1974		1			1		
1	1960		1				1	
1	1981	1					1	
1	1958			1			1	
1	1957			1			1	
1	1979				1	1		
1	1963			1			1	
1	1958		1				1	
1	1960			1		1		
1	1964	1					1	
1	1980		1				1	
1	1969		1				1	
	1968			1		1		
1	1958			1		1		
1	1966			1			1	
	1976				1	1		
29	1962.5	2	9	19	4	10	24	0

SUMMARY OF TRAINING COURSE ASSESSMENTS

of 21 Non Rt2 Provinces

Training implementation : from Feb. 2005 to Sep. 2005

(Average value from 21 provinces)

Actual Number of Provinces:

21

Mark	Assessment	1	2	3	4	5	6	7.00
		Training course implementaion						
		Pre-course preparation	Lectures	Interaction	Exercises	Field visit	Timetable	Total Average
10	Excellent							
9	Very good							
8	Good							
7	Reasonable							
6	Average							
5	Below Av.							
4	Poor							
3								
2	Very Poor							
1								
Total Average value		7.8	7.7	7.7	7.8	7.6	7.7	7.7

No	Province Name	Average assessment value of 21 Provinces						
1.0	Phu tho	8.3	8.0	7.8	8.0	7.8	8.0	8.0
2.0	Yen bai	7.7	7.3	7.3	7.7	7.7	7.7	7.6
3.0	Ha Giang	7.7	8.0	7.0	8.0	7.0	8.3	7.7
4.0	Lao cai	9.0	8.5	7.0	8.5	7.5	8.0	8.1
5.0	Hai Phong	8.0	7.7	8.7	7.7	8.7	8.0	8.1
6.0	Ha Noi	8.0	7.5	9.0	8.0	8.0	7.5	8.0
7.0	Hoa Binh	8.0	7.0	7.3	8.0	8.0	7.0	7.6
8.0	Son La	8.3	7.7	7.3	8.0	8.0	7.0	7.7
9.0	Cao bang	7.3	7.7	6.7	7.7	7.7	8.0	7.5
10.0	Bac Kan	8.0	7.0	7.5	7.5	8.0	7.0	7.5
11.0	Lang Son	7.3	7.0	6.7	6.7	7.7	7.0	7.1
12.0	Bac Giang	7.7	7.3	7.0	7.0	7.7	7.0	7.3
13.0	Thai Nguyen	8.0	7.0	7.5	7.5	8.0	7.0	7.5
14.0	Quang Ngai	8.0	8.0	8.3	8.0	7.0	8.0	7.9
15.0	Kon Tum	7.0	8.0	8.0	8.0	7.5	8.0	7.8
16.0	Binh Dinh	7.5	8.0	7.5	8.0	8.0	8.0	7.8
17.0	Phu Yen	7.5	8.0	7.0	8.0	6.5	8.0	7.5
18.0	Sai Gon	8.0	9.0	8.0	8.0	7.0	8.0	8.0
19.0	Ben tre	8.0	8.0	8.0	8.0	8.0	8.0	8.0
20.0	Tra Vinh	7.0	8.0	8.5	8.0	7.0	8.0	7.8
21.0	Soc Trang	8.0	8.0	9.0	8.0	7.0	8.0	8.0

Notes : The Red : Below the average

Consultant Manager: Nguyen Dinh Linh

B	Question 8 to 12							
	Question N8							
	- Yes	76.3	81.6	62.5	84.4	32.3	61.3	81.1
	- No	15.8	15.8	31.3	15.6	45.2	19.4	18.9
	- I don't know	-	-	6.3	-	19.4	-	-
	- i don't understand the question	-	-	-	-	-	-	-
	Question N9							
	- Yes	73.7	84.2	56.3	56.3	22.6	38.7	70.3
	- No	21.1	10.5	43.8	43.8	64.5	35.5	29.7
	- I don't know	-	-	-	-	9.7	-	-
	- i don't understand the question	-	-	-	-	-	-	-
	Question N10							
	- Yes	71.1	81.6	53.1	50.0	16.1	54.8	78.4
	- No	21.1	13.2	43.8	50.0	67.7	16.1	21.6
	- I don't know	-	-	3.1	-	12.9	-	-
	- i don't understand the question	-	-	-	-	-	-	-
	Question N11							
	- Yes	39.5	26.3	9.4	9.4	58.1	45.2	48.6
	- No	55.3	68.4	84.4	90.6	19.4	41.9	54.1
	- I don't know	-	-	6.3	-	16.1	-	2.7
- i don't understand the question	-	-	-	-	-	-	2.7	
B - Q12:How does your commune find resources for undertaking Routine 1 Maintenance?								
- From compulsory or volunto-ry labor contribution from local community	92.1	94.7	78.1	87.5	54.8	80.6	97.3	
- From Monetary contributions from Local community	57.9	71.1	34.4	62.5	41.9	51.6	37.8	
- From Commune Budget	57.9	73.7	15.6	34.4	32.3	67.7	45.9	
- From District and Province Budget	28.9	26.3	15.6	28.1	32.3	16.1	13.5	
- From Tolls on vehicles using the roads	15.8	21.1	15.6	28.1	12.9	9.7	10.8	
- From Taxes/contribution from local enterprises and commercial transport operators	2.6	7.9	3.1	6.3	3.2	16.1	8.1	
- I Don't Know	-	-	-	-	22.6	-	-	
- I Don't understand the question	-	-	-	-	-	-	-	
- Other	-	-	-	-	-	3.2	-	
-	-	-	-	-	-	-	-	
Average from Q1 to Q7								
A	- Correct answers	43.7	88.9	40.0	87.1	39.6	88.6	45.9
	- incorrect answers	28.8	9.6	24.3	12.5	34.7	12.4	28.5
	- I don't know	3.8	-	19.6	-	24.4	-	17.0
	- i don't understand the question	7.9	0.4	8.0	-	10.1	-	4.2

													Traini
03	LCI_04		HGG_06		HBH_03		SLA_01		CBG_01		BCN_01		LS
Post course %	Pre course %	Post course %	Pre course %	Post course %	Pre course %	Post course %	Pre course %	Post course %	Pre course %	Post course %	Pre course %	Post course %	Pre course %
77.7	61.4	84.8	55.0	85.6	61.81	81.94	69.74	80.92	59.2	90.0	59.6	77.2	62.5
-	3.4	-	3.0	1.9	3.47	2.08	22.37	9.21	6.7	2.5	0.7	0.7	7.4
-	-	-	4.0	-	3	-	-	-	3.3	-	-	-	-
100.0	61.4	95.7	48.0	76.9	71	93	79	92	56.7	96.7	66.2	86.8	67.6
41.9	40.9	45.7	50.0	46.2	43	38	57	42	38.3	46.7	47.1	25.0	47.1
-	4.5	-	4.0	-	3	-	-	-	10.0	-	-	-	2.9
-	-	-	-	-	-	-	-	-	-	-	-	-	-
96.8	85.9	93.9	-	96.2	33	98	1	97	63.7	95.0	51.8	100.0	50.3
-	0.5	1.3	-	0.4	4	-	1	-	21.3	1.0	1.8	-	5.6
2.7	4.5	-	92.0	-	31	-	13	-	10.0	-	-	-	14.7
-	-	-	8.0	-	8	-	79	3	-	-	38.2	-	11.8
100.0	50.0	65.2	56.0	96.2	44	81	29	68	53.3	76.7	88.2	94.1	52.9
-	45.5	30.4	36.0	3.8	50	19	68	32	40.0	23.3	11.8	5.9	44.1
-	4.5	-	8.0	-	3	-	-	-	6.7	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-	-	-	-
100.0	40.9	69.6	44.0	100.0	50	78	34	61	30.0	70.0	64.7	94.1	44.1
-	50.0	30.4	40.0	-	42	22	58	39	63.3	30.0	35.3	5.9	52.9
-	9.1	-	16.0	-	8	-	3	-	6.7	-	-	-	-
-	-	-	-	-	-	-	8	-	-	-	-	-	2.9
100.0	31.8	39.1	-	91.0	3	100	1	87	22.2	50.0	13.7	98.0	10.8
-	33.3	34.8	1.3	1.3	7	-	4	13	51.1	33.3	22.5	-	17.6
-	27.3	8.7	76.0	3.8	56	-	13	-	16.7	3.3	23.5	-	38.2
-	4.5	-	16.0	-	33	-	79	-	6.7	-	35.3	-	26.5
100.0	67.4	77.5	-	96.2	-	100	-	95	47.2	86.7	2.0	100.0	-
-	13.6	14.5	2.0	-	26	-	0	-	21.1	2.2	27.5	-	21.6
-	4.5	-	88.0	3.8	42	-	21	3	16.7	-	20.6	-	47.1
-	4.5	-	8.0	-	25	-	74	-	6.7	3.3	38.2	-	17.6

94.6	86.4	91.3	40.0	11.5	64	67	79	100	60.0	76.7	64.7	100.0	79.4
5.4	13.6	8.7	48.0	30.8	33	33	16	-	40.0	20.0	29.4	-	14.7
-	-	-	12.0	-	3	-	-	-	-	-	-	-	2.9
-	-	-	-	-	-	-	5	-	-	-	5.9	-	2.9
89.2	86.4	82.6	28.0	3.8	33	58	53	87	50.0	50.0	50.0	97.1	52.9
10.8	18.2	17.4	64.0	34.6	64	42	34	13	50.0	46.7	41.2	2.9	44.1
-	-	-	4.0	3.8	3	-	-	-	-	-	2.9	-	2.9
-	-	-	4.0	-	-	-	11	-	-	-	5.9	-	-
91.9	86.4	82.6	28.0	7.7	44	56	66	95	73.3	66.7	58.8	97.1	76.5
8.1	22.7	17.4	64.0	34.6	50	44	24	5	26.7	26.7	29.4	2.9	20.6
-	-	-	8.0	-	6	-	3	-	-	3.3	8.8	-	2.9
-	-	-	-	-	-	-	8	-	-	-	2.9	-	-
94.6	63.6	69.6	20.0	3.8	61	72	50	47	63.3	56.7	64.7	97.1	55.9
5.4	45.5	30.4	76.0	38.5	31	28	47	53	36.7	40.0	32.4	2.9	41.2
-	-	-	4.0	-	8	-	-	-	-	-	-	-	2.9
-	-	-	-	-	-	-	3	-	-	-	2.9	-	-
94.6	95.5	100.0	100.0	42.3	94	100	100	97	86.7	93.3	100.0	100.0	85.3
70.3	72.7	56.5	36.0	19.2	58	47	34	58	13.3	23.3	14.7	76.5	23.5
86.5	27.3	30.4	12.0	15.4	61	47	18	32	23.3	30.0	26.5	88.2	11.8
18.9	45.5	13.0	12.0	3.8	50	25	13	29	26.7	23.3	11.8	55.9	32.4
2.7	13.6	13.0	4.0	7.7	6	17	5	5	3.3	10.0	2.9	20.6	8.8
-	13.6	13.0	4.0	3.8	3	-	-	-	3.3	-	2.9	17.6	-
-	4.5	4.3	-	-	3	-	-	-	6.7	-	-	-	2.9
-	-	-	-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-	-	-	-
96.4	57.0	75.1	29.0	91.7	37.6	90.2	30.6	83.0	47.5	80.7	49.4	92.9	41.2
6.0	26.7	22.4	18.9	7.7	25.1	11.6	30.2	19.4	34.6	19.9	20.9	5.4	28.0
0.4	7.8	1.2	41.1	1.1	20.6	-	7.1	0.4	10.0	0.5	6.3	-	14.7
-	1.3	-	4.6	-	9.5	-	34.2	0.4	1.9	0.5	16.0	-	8.4

79.4	78.4	94.6	75.0	87.5	48.6		61.8	77.5	85.0	67.6	81.1	85.7	
17.6	18.9	5.4	20.0	12.5	27.0		32.4	15.0	15.0	32.4	18.9	14.3	
2.9	-	-	2.5	-	24.3		2.9	2.5	-	-	-	-	
-	-	-	2.5	-	-		2.9	5.0	2.5	-	-	-	
52.9	67.6	91.9	45.0	77.5	35.1		41.2	55.0	60.0	64.9	73.0	82.1	
47.1	32.4	8.1	52.5	22.5	35.1		55.9	35.0	40.0	35.1	27.0	17.9	
-	-	-	-	-	21.6		2.9	7.5	2.5	-	-	-	
-	-	-	2.5	-	8.1		-	2.5	2.5	-	-	-	
64.7	67.6	81.1	57.5	75.0	29.7		44.1	52.5	45.0	59.5	59.5	60.7	
35.3	29.7	18.9	40.0	25.0	48.6		50.0	42.5	55.0	40.5	40.5	35.7	
-	2.7	-	2.5	-	13.5		5.9	5.0	-	-	-	3.6	
-	-	-	-	-	8.1		-	-	-	-	-	-	
44.1	32.4	43.2	27.5	27.5	54.1		85.3	47.5	35.0	51.4	45.9	46.4	
55.9	62.2	56.8	72.5	72.5	32.4		11.8	45.0	62.5	45.9	51.4	53.6	
-	5.4	-	-	-	10.8		-	7.5	-	2.7	2.7	-	
-	-	-	-	-	2.7		2.9	-	2.5	-	-	-	
94.1	97.3	97.3	97.5	97.5	86.5		100.0	65.0	75.0	64.9	78.4	75.0	
26.5	29.7	51.4	35.0	57.5	62.2		61.8	47.5	60.0	40.5	64.9	50.0	
17.6	48.6	62.2	32.5	52.5	56.8		58.8	70.0	87.5	40.5	78.4	64.3	
23.5	24.3	29.7	25.0	37.5	27.0		11.8	20.0	32.5	24.3	64.9	39.3	
11.8	21.6	32.4	15.0	7.5	16.2		-	15.0	12.5	16.2	27.0	7.1	
5.9	5.4	8.1	7.5	7.5	-		-	5.0	5.0	8.1	24.3	10.7	
2.9	2.7	-	-	-	5.4		-	2.5	-	-	-	3.6	
-	-	-	-	-	5.4		-	-	-	-	-	-	
-	-	-	-	-	-		-	-	-	-	-	-	
70.8	38.6	92.6	44.2	89.6	46.4	95.5	41.1	98.2	44.7	98.0	48.8	89.4	40.5
20.4	33.5	8.8	30.8	11.0	37.9	11.7	40.5	2.5	38.8	17.8	39.1	16.7	32.9
1.3	13.9	0.4	9.3	-	18.9	-	22.7	-	21.4	-	9.3	-	6.6
1.7	8.5	-	8.2	-	8.5	-	10.1	-	8.2	-	3.9	-	5.6

J_02	BTE_02		TVH_		STG_		Average	
	Pre course %	Post course %	Pre course %	Post course %	Pre course %	Post course %	Pre course %	Post course %
79.5	67.76	88.82	64.1	83.1	40.2	98.5	63.1	85.0
0.9	1.97	-	5.5	-	4.5	1.5	7.1	2.8
-	3	-	-	-	-	-	1.4	-
92.9	79	92	59.4	83.8	51.5	98.5	69.7	91.2
7.1	49	22	46.9	17.6	36.4	7.6	45.9	31.3
-	-	-	-	-	-	-	2.4	-
-	-	-	-	-	-	-	0.3	-
97.9	10	99	5.9	86.2	23.9	91.2	31.6	94.7
-	3	0	0.3	-	10.0	1.5	7.0	1.5
-	39	-	53.1	-	9.1	-	23.3	0.3
-	24	-	31.3	-	6.1	-	14.6	0.1
100.0	74	100	31.3	83.8	39.4	97.0	56.6	91.1
3.6	97	18	71.9	5.4	60.6	18.2	65.7	16.3
-	-	-	-	-	3.0	-	2.2	-
-	-	-	-	-	3.0	-	0.4	-
100.0	63	89	43.8	73.0	57.6	100.0	50.5	85.6
-	47	24	50.0	35.1	33.3	-	49.0	17.5
-	-	-	-	-	9.1	-	4.8	-
-	3	-	9.4	-	-	-	2.8	-
79.8	-	96	5.2	78.4	20.2	74.7	9.7	85.3
19.0	4	4	5.2	8.1	51.5	23.2	21.3	10.4
-	42	-	56.3	-	6.1	-	36.7	0.9
-	50	-	31.3	-	3.0	-	25.8	0.5
100.0	3	98	5.2	82.9	12.6	91.4	10.1	90.6
-	4	0	10.9	-	22.2	4.0	17.9	2.7
-	55	-	31.3	-	21.2	-	36.5	0.6
-	34	-	21.9	-	15.2	-	20.1	0.3

100.0	47	76	46.9	67.6	57.6	39.4	65.3	70.4
-	47	24	53.1	18.9	36.4	60.6	28.7	15.3
-	3	-	-	-	3.0	-	3.9	0.1
-	3	-	3.1	-	-	-	1.4	0.1
96.4	47	84	43.8	56.8	51.5	39.4	52.8	60.9
3.6	53	16	53.1	29.7	45.5	60.6	42.4	24.4
-	-	-	6.3	-	-	-	2.9	0.3
-	-	-	3.1	-	-	-	1.7	0.1
89.3	34	53	31.3	59.5	51.5	30.3	54.3	59.0
10.7	63	47	50.0	27.0	42.4	69.7	39.7	26.1
-	3	-	12.5	-	3.0	-	4.5	0.2
-	-	-	3.1	-	-	-	1.1	-
67.9	18	308	15.6	24.3	21.2	66.7	44.5	56.4
32.1	74	82	75.0	56.8	72.7	33.3	50.8	42.9
-	8	-	6.3	5.4	3.0	-	4.0	0.4
-	-	-	-	-	-	-	0.7	0.1
85.7	63	89	84.4	83.8	48.5	78.8	84.1	79.5
							-	-
85.7	47	53	59.4	67.6	33.3	45.5	42.5	49.9
64.3	39	42	34.4	40.5	51.5	36.4	39.5	47.0
53.6	21	13	25.0	21.6	30.3	27.3	25.2	25.9
25.0	13	58	28.1	43.2	9.1	15.2	11.4	17.5
							-	-
21.4	5	21	6.3	10.8	9.1	6.1	4.8	8.3
							-	-
-	3	-	3.1	-	-	-	2.8	0.3
-	-	-	3.1	-			0.4	-
-	-	-	-	-			-	0.2
							-	-
							-	-
92.8	42.3	94.9	30.7	81.6	35.1	93.0	41.6	89.1
4.4	29.5	9.8	27.2	9.5	31.2	8.0	30.6	11.8
-	19.9	-	20.1	-	6.9	-	15.3	0.2
-	15.8	-	13.4	-	3.9	-	9.2	0.1

OF 21 NON RT2 PROVINCES

Number of Provinces

Total Number of trainees :

No	Name of Provinces	AVERAGE PERCENTAGE OF EV										
		A : GENERAL									4: How clear and understandable was the course content?	
		1: Did You feel that the Course was well organized?		2 : How would you describe the speed of the course?			3 : How would you describe the length of the course?					
		Yes	No (why)?	Too slow	About right	Too rushed	Too short	About right	Too long	Very clear and understandable	Clear and understandable	
1	Phu tho	99%	0%	5%	93%	1%	21%	78%	0%	46%	53%	
2	Yen Bai	100%	0%	10%	90%	0%	30%	70%	0%	31%	68%	
3	Ha Giang	99%	1%	0%	98%	2%	6%	94%	0%	45%	54%	
4	Lao Cai	100%	0%	0%	100%	0%	30%	70%	0%	65%	35%	
5	Hai Phong	100%	0%	13%	86%	1%	39%	60%	0%	46%	54%	
6	Ha Noi	100%	0%	7%	93%	0%	25%	75%	0%	41%	57%	
7	Hoa Binh	100%	0%	5%	94%	1%	35%	66%	0%	56%	45%	
8	Son La	100%	0%	3%	97%	0%	22%	78%	0%	40%	60%	
9	Lang Son	100%	0%	7%	93%	0%	42%	58%	0%	24%	74%	
10	Cao Bang	100%	0%	0%	90%	10%	42%	57%	1%	14%	84%	
11	Bac can	100%	0%	8%	92%	0%	45%	55%	0%	20%	80%	
12	Bac Giang	100%	0%	13%	85%	2%	39%	61%	0%	34%	66%	
13	Thai Nguyen	100%	0%	20%	80%	1%	57%	42%	1%	17%	83%	
14	Quang Ngai	100%	0%	0%	100%	0%	22%	78%	0%	43%	57%	
15	Kon Tum	100%	0%	2%	99%	1%	33%	67%	1%	59%	41%	
16	Binh Dinh	100%	0%	3%	97%	0%	30%	69%	0%	31%	69%	
17	Phu Yen	100%	0%	3%	97%	0%	39%	60%	0%	38%	62%	
18	Sai Gon	100%	0%	32%	66%	0%	56%	44%	0%	31%	69%	
19	Ben Tre	100%	0%	4%	96%	0%	38%	62%	0%	39%	61%	
20	Tra Vinh	100%	0%	1%	99%	0%	39%	61%	0%	53%	47%	
21	Soc Trang	100%	0%	13%	87%	0%	50%	50%	0%	38%	62%	
	Average percentage %	100%	0%	7%	92%	1%	35%	65%	0%	39%	61%	

Seacap-10 CoOURSE ASSESSMENT SUMMARY

21

No	Name of Provinces	EVERY PROVINCE						
		and was the nts?	5:How enjoyable was the Course?			6: Now that you have completed the course , Describe how you feel about it?		
		Not Clear and unders- tandable	Very enjoy able	enjoy able	Not enjoy able	I am glad I attended the course	I'm not sure how I feel	I wish I hadn't attended the course
1	Phu tho	0%	50%	49%	0%	99%	0%	0%
2	Yen Bai	0%	63%	36%	0%	97%	3%	0%
3	Ha Giang	1%	49%	51%	0%	97%	3%	0%
4	Lao Cai	0%	70%	30%	0%	100%	0%	0%
5	Hai Phong	0%	56%	43%	0%	100%	0%	0%
6	Ha Noi	2%	60%	37%	0%	100%	0%	0%
7	Hoa Binh	0%	70%	31%	0%	99%	1%	0%
8	Son La	1%	52%	48%	0%	99%	1%	0%
9	Lang Son	1%	42%	58%	0%	100%	0%	0%
10	Cao Bang	2%	30%	69%	1%	99%	1%	0%
11	Bac can	0%	32%	68%	0%	100%	0%	0%
12	Bac Giang	0%	52%	48%	0%	100%	0%	0%
13	Thai Nguyen	1%	46%	54%	0%	100%	0%	0%
14	Quang Ngai	0%	58%	40%	2%	100%	0%	0%
15	Kon Tum	0%	73%	25%	0%	100%	0%	0%
16	Binh Dinh	0%	42%	58%	0%	100%	0%	0%
17	Phu Yen	0%	45%	56%	0%	100%	0%	0%
18	Sai Gon	0%	52%	43%	0%	100%	0%	0%
19	Ben Tre	0%	60%	39%	0%	100%	0%	0%
20	Tra Vinh	0%	60%	40%	0%	100%	0%	0%
21	Soc Trang	0%	53%	47%	0%	100%	0%	0%
	Average percentage %	0%	53%	46%	0%	100%	0%	0%

Seacap-10 Consultant Manager : Nguyen Dinh Linh