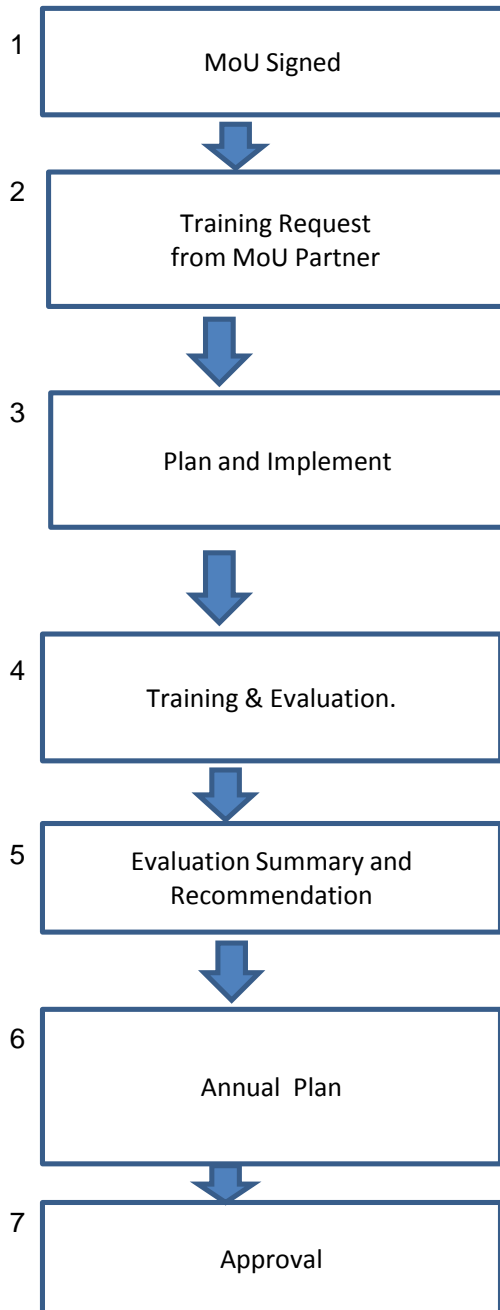


Flow Chart**Work Instructions**

1. DCInterNet prepares MoU and assigns a Champion to MoU.
2. DCInterNet informs CEE . Meet CEE to forward all relevant information. CEE source for trainers, budget, organise. prepare quotation and inform MoU partner. CEE seek approvals before implementation.
3. CEE assigns a coordinator to plan and implement training. CEE assigns staff to greet participants at airport and supervise participants from arrival to departure. Daily meals, training, transport, documentation, and communication will be managed by CEE. Cc all mails to DCInterNet
4. Coordinator supervises and monitors training programme; arranges meeting with VPs /President and updates accordingly. Conduct post training evaluation, and post mortem (if necessary).
5. Coordinator writes evaluation summary & makes recommendations for future planning; writes quarterly report on annual training activities with MoU partners and send to DCInterNet
6. Based on previous activities conducted, coordinator prepares an annual plan for training with relevant MoU partner institutions
7. Seek Director and VP's (if necessary) approval for plan. Make provision for ad hoc training with new partners.