

Pre- training coordination meeting for selected participants:

only Renate, David, Johanna, Rima, Hans Peter, Nicole, Eveline

8:10 – 8:30

Review Process:

Short introduction on tasks related to the review process

- Who will do the spanish speaking regions (El Salvador, Honduras, ...)
- Pakistan i.e. Helvetas

plus for Judith Macchi

8:30 – 9:00

Trainings in regions

Clarification on trainings for regions not covered:

- **Westafrika** Niger and Chad (Judith/Nicole/Rima) with GRAED
- **Bolivien, El Salvador** by Johanna?
- **Bangladesh, Haiti, Pakistan:** Distant training in form of TOT by CDE for Alvin Chandra (Bangladesh), Antoine Kocher (Haiti), Munawar or Arjumand (Pakistan)

Official Training Program

All participants (see attached list)

Trainers: Hans Peter Liniger, Rima Mekdaschi WOCAT secretariat

9:00-12:00:

- Overview on Process of data collection(questionnaires), data entry (data base) and quality control
- **Data collection:** Detailed introduction into the questionnaires for technologies and approaches: structure, difficult questions and so on
- **Data entry:** Sort introduction into WOCAT database – please bring your laptop with you (at least 1 laptop per two persons should be available)
- Questions and discussion

12:00 – 13:00: lunch break

13:00 – 15: 30:

- Entering data of one example (technology or approach) into the WOCAT database
- Discuss and solve difficulties and uncertainties during entering the example
- Feedback

Official training program ends
