



# GUIDELINES FOR TRAINING

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The Crawford Fund supports training courses or workshops, given in-country or in Australia. Training courses designed for those whose subsequent work will involve the training of others (e.g. teaching and extension staff) are particularly favoured. Where a group training course is given in an overseas country, The Crawford Fund also supports the travel and accommodation costs of Australian presenters. Financial support may be given *either for* the course in general or for individuals nominated by the organisers. Training courses or workshops are usually provided by Australian institutions in association with institutions in developing countries. Proposals for training should be made on the form available from State and Territory Co-ordinators or Central Office.

## GUIDELINES

- I. Trainees are selected from ongoing R & D projects in countries in which Australian firms, institutions, agencies or scientists already play a significant role.
- II. Trainees may be technicians, technologists or scientists, and the only essential educational prerequisite is sufficient fluency in English to benefit from the training.
- III. Training courses may be run in any agriculturally related field, including forestry, horticulture, veterinary science, fisheries, mariculture and environmental science. Awards also cover technologies in the production, harvesting, handling, storage and processing of primary products.
- IV. Training courses can also be run on (research) management, economics, computer science and the social sciences, science writing as well as in the biological and natural sciences, and in agricultural engineering. While most awards are made to residents of Asia and the South Pacific, no developing country is excluded from the scheme.
- V. Some State Committees have an annual call for training proposals, these calls are advertised on our website.

## NOMINATION PROCEDURES

Nominations for awards are invited from Australian firms, agencies, institutions or scientists involved in agricultural projects overseas; Representatives of any of the international agricultural research centres linked to the CGIAR; and Donors to The Crawford Fund.

The Crawford Fund can offer advice on these and related matters. Although it does its best to meet specific requests, the Fund reserves the right to make such arrangements for trainees as it judges to be most appropriate in the light of circumstances at the time. Nominations should always be made on application forms available from The Crawford Fund.

## POINTS TO NOTE

### *PLACE OF TRAINING*

Depending on technical and cost considerations, training courses may be given in Australia, in the

home country of the project, or in a third country. The Crawford Fund prefers holding training courses overseas, as costs will be significantly lower.

### *VALUE OF AWARD*

Training course grants may cover the total costs of economy class travel, accommodation, subsistence and out-of-pocket expenses for the trainer(s) and attendees. However, to spread limited funds as far as possible and so benefit the maximum number of trainees, preference may be given to nominees who already have partial assistance from other sources. No salaries or family allowances are payable under the award.

### *TRAVEL*

Travel arrangements supported by The Crawford Fund are preferably made through Corporate Traveller or WorldStar Travel which have been appointed the Fund's official travel agent. All travel arrangements should be made after consulting the Office Manager of the Fund.

### *INSURANCE*

The Crawford Fund can assist in arranging travel and medical insurance in Australia, but only if flights are booked through the Crawford Fund. A request for insurance needs to be made prior to travel. The Crawford Fund carries no responsibility for insurance. The host institution is responsible for public liability insurance. Trainees from PNG must arrange travel insurance in-country.

### *ADMINISTRATION*

Where possible, those who request grants for training are asked to make appropriate arrangements for home government approvals, visa applications, reception and accommodation. Only if necessary, will the staff of The Crawford Fund assist with these matters.

### *REPORTS*

When the training has been completed, the trainer is asked to submit a brief but informative report in electronic form, using the Crawford Fund template. This should identify the extent to which the training has met expectations and has contributed to improved performance.

### *FLEXIBILITY*

The Crawford Fund offers high-quality training to persons from developing countries who are working in agricultural R & D projects. It recognises that the varying needs of projects and individuals call for different types, formats and lengths of training. The Fund maintains a flexible approach which enables it to respond to innovative proposals and to special requirements. It welcomes opportunities to cooperate with national or international organisations which have similar aims and activities, and to co-sponsor training courses.