

# **SIHCA**

Hemispheric Training System for Agricultural Development

**CATALOGUE OF THE  
SUPPLY OF TRAINING  
FOR AGRICULTURAL DEVELOPMENT  
AND  
USER'S MANUAL**



## INTRODUCTION

The basic components of the System for the Supply of Training for Agricultural Development are:

- The data base in which the information is stored;
- The computer program or software that allows the user to access the system's database, obtain different reports and update the database.

This **User's Manual** contains instructions on how to operate the system:

- Chapter 1 contains instructions on how to install the System.
- Chapter 2 contains instructions on how to access the System.
- Chapter 3 contains instructions on how to exit the System.
- Chapter 4 contains basic instructions on how to work with the System.

## **1. INSTALLING THE SYSTEM**

### **1.1. HARDWARE REQUIRED:**

**The program requires a computer with:**

- A 386 or more advanced processor
- 4 MB Ram Memory
- Hard Disk with 3 MB of free space
- 3.5" floppy drive
- SVGA color monitor

### **1.2. SOFTWARE REQUIRED**

- DOS
- The floppy disk containing the System for the Supply of Training for Agricultural Development

### **1.3. INSTALLING THE SOFTWARE**

1. Switch on the computer.
2. Verify that the hard disk (C:) does not already contain a directory called SUPPLY. If one does exist, it must be renamed.
3. Insert the installation floppy disk of the System for the Supply of Training for Agricultural Development in Drive A.
4. Execute the file INSTALL. The file creates the directory SUPPLY and copies all the System files to it.

Once the installation process has been completed, the programs needed to access the System and operate all the databases will have been installed.

## 2. ACCESSING THE SYSTEM

To access the System, the user must execute the following operations in the sequence indicated:

1. Switch on the computer.
2. In DOS, change to the directory **SUPPLY** in **C:** by typing the following:

```
C:\>CD SUPPLY [ENTER]
```

3. Once in the directory **SUPPLY** type:

```
C:\SUPPLY>SUPPLY [ENTER]
```

4. The Main Menu of the System will appear on the screen, as shown in Figure No.1.

HEMISPHERIC SYSTEM OF TRAINING FOR AGRICULTURAL DEVELOPMENT  
INVENTORY OF TRAINING INSTITUTIONS AND THEIR ACTIVITIES

MAIN MENU

FILE      REPORTS      MAINTENANCE      EXIT

TIME:

DATE:

Figure No. 1

### 3. EXITING THE SYSTEM

To exit the System, execute the following operations in the sequence indicated:

1. Return to the main menu of the program, following the instructions that appear on the screen.
2. Select the **EXIT** option on the main menu and **EXIT** again on the exit sub-menu.
3. The System closes down and returns the user to the DOS operating system.

It is important to follow this sequence when exiting the System. Otherwise the system database could be damaged and part or all of the information it contains lost. Do not use the sequence **[CTRL-ALT-DEL]** or turn off the computer to exit the System. Doing so could destroy the database.

#### 4. GENERAL OPERATING INSTRUCTIONS

The **System** presents the user with of a series of screens. The user communicates with the program through them. Each screen includes instructions on how to use it or return to the previous one.

If you press **ENTER** on the **FILES** option of the Main Menu, a sub-menu appears containing the names of the databases that require maintenance, as shown in Figure 2.

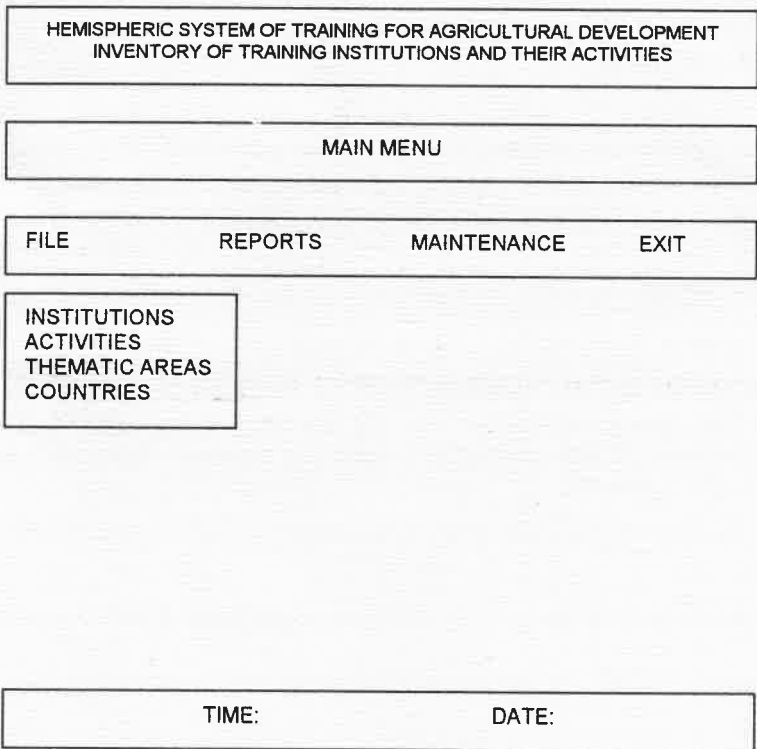


Figure No. 2

Information can be keyed into the **FILES** options by pressing F1, modified using F3 and deleted with F4.

The **INSTITUTIONS** option allows the user to include, modify and delete the Training Institutions of the different countries that belong to the Hemispheric Network of Training for Agricultural Development. This contains the following data on each institution:

- ◆ **Country:** The country where the training institution is located.
- ◆ **Institution Code No.:** The code number of the institution is made up as follows: the first two digits are the code of the country where the institution is located and the other three digits are consecutive.
- ◆ **Institution:** the name of the institution.
- ◆ **Type of Institution:** A box appears showing the different options available:
  - Training Center
  - Technical School
  - Institute of Technology
  - University
  - Other
- ◆ **Address, Phone No., Fax No., E-mail:** data on the location of the institution.
- ◆ **No. of teachers:** the number of teaching staff employed by the institution.
- ◆ **No of persons trained each year:** the number of individuals trained by the institution over the course of the year.
- ◆ **Thematic areas:** Thematic Areas in which the institution offers training. These areas should be included previously, as a box appears showing all those that exist so that the corresponding ones can be selected. Up to 15 options may be selected.
- ◆ **Institutions with which cooperation agreements exist:**
- ◆ **Observations.**

The **ACTIVITIES** option allows the user to include, modify and delete the Training Activities offered by the different training institutions. This contains the following data on each Activity:

- ◆ **Institution Code No., Institution:** the code number and name of the institution that organizes the activity. The institution must be listed in order to include an activity that it organizes.

- ◆ **Field of Activity:** This is a classification of the Activity by thematic area. A box appears with the different options available:
  - Training, Education and Communications
  - Science, Technology, Natural Res. and Agri. Prod. (Science, Technology, Natural Resources and Agricultural Production)
  - Sustainable Rural Development
  - Information, Documentation and Informatics
  - Socioeconomic Policy, Trade and Investment
  - Agricultural Health
  - Other
- ◆ **Activity Code No.:** This is a consecutive code that the System assigns to the activities to identify them.
- ◆ **Activity:** This is the name or title of the activity.
- ◆ **Type of Activity:** A box appears with the different options available:
  - Conference
  - Course
  - Forum
  - Seminar
  - Workshop
  - Other
- ◆ **Places Available:** Maximum number of participants for the activity.
- ◆ **Objective:** Objective of the activity.
- ◆ **Methodology:** A box appears with the different options available:
  - Activities outside the classroom
  - Theoretical classes
  - Work in groups
  - Trips to other cities
  - Other
- ◆ **Thematic Areas:** Areas covered by the activity.
- ◆ **Duration:** How many hours/days the activity lasts.
- ◆ **Starting date, Closing date, Deadline for registration:** dates of the activity.
- ◆ **Schedule:** A box appears containing the different options available:
  - daytime
  - eveningBoth options can be selected simultaneously.



- ◆ **Timetable.**
- ◆ **Level of Activity:** A box appears showing the different options available:
  - Vocational
  - Producer
  - Professional
- ◆ **Certificate Awarded:** A box appears showing the different options available:
  - Certificate of attendance
  - Diploma
  - Other
- ◆ **Cost of Activity per Participant:** The System asks for the name of the local currency (e.g. Bolivar in the case of Venezuela) and the cost of the activity in same. It also asks for the cost of the activity in US dollars.
- ◆ **Site of Activity, Country, State, City, Address, Phone No., Fax No., E-mail Address:** Information on the place where the Training Activity is held.

Through the **THEMATIC AREAS** option, the Thematic Areas covered by the different Training Institutions can be included, consulted, modified and deleted. This contains only two types of information: the Code No. (which is consecutive) and the Title of the Thematic Area.

Through the **COUNTRIES** option, the name of the countries that make up the Hemispheric Network of Training for Agricultural Development can be included, consulted, modified and deleted. This contains only two types of information: the Code No. (which is consecutive) and the Name of the Country.

If you select the **REPORTS** option on main menu, a sub-menu appears as shown in Figure 3.

HEMISPHERIC SYSTEM OF TRAINING FOR AGRICULTURAL DEVELOPMENT INVENTORY OF TRAINING INSTITUTIONS AND THEIR ACTIVITIES			
MAIN MENU			
FILE	REPORTS	MAINTENANC	EXIT
FACT SHEET-INSTIT. FACT SHEET-ACTIV. LIST-INSTIT. LIST-ACTIV.			
TIME:		DATE:	

Figure No. 3

The **FACT SHEET-INSTITUTION** option allows the user to print out or view on screen the fact sheet with all the data on the training institutions. Institutions can be selected in the following ways:

- ◆ **INSTITUTION:** Allows the user to select a particular institution.
- ◆ **TYPE INSTIT.:** Displays all the institutions of the same kind:
  - Training Center
  - Technical School
  - Institute of Technology
  - University
  - Other
- ◆ **AREA OFFERED:** Displays all the institutions that offer training in the same thematic area. Examples: Botany, Apiculture, Food Conservation.

The **FACT SHEET-ACTIV.** option allows the user to print out or view on screen the lists of all the data on the Training Activities. Activities can be selected as follows:

- ◆ **ACTIVITY:** Allows the user to select a particular activity via its code number.
- ◆ **FIELD:** Displays all the activities divided into the following fields:
  - Training, Education and Communications
  - Science, Technology, Natural Res. and Agric. Production (Science, Technology, Natural Resources and Agricultural Production)
  - Sustainable Rural Development
  - Information, Documentation and Informatics
  - Socioeconomic Policy, Trade and Investment
  - Agricultural Health
  - Other
- ◆ **TYPE-ACTIV.:** Displays all the Activities of the same kind:
  - Conference
  - Course
  - Forum
  - Seminar
  - Workshop
  - Other
- ◆ **INSTITUTION:** Displays all the activities organized by a particular institution.

The **LIST-INSTIT.** option allows the user to print out or view on screen a list of the Training Institutions, showing only the fields selected with an asterisk ("\*"). Institutions can be selected in the following ways:

- ◆ **GENERAL:** Generates a list of all the institutions
- ◆ **TYPE INSTIT.:** Displays all the institutions of the same kind:
  - Training Center
  - Technical School
  - Institute of Technology
  - University
  - Other

- **AREA OFFERED:** This displays all the institutions that offer training in the same thematic area. Examples: Botany, Apiculture, Food Conservation.

The **LIST-ACTIVITY** option allows the user to print or view on screen a list of the Training Activities, showing only those fields selected with an asterisk ("\*\*"). Activities can be selected as follows:

- ◆ **GENERAL:** Generates a list of all the Activities.
- ◆ **FIELD:** Displays all the activities divided into the following fields:
  - Training, Education and Communications
  - Science, Technology, Natural Res. and Agric. Production (Science, Technology, Natural Resources and Agricultural Production)
  - Sustainable Rural Development
  - Information, Documentation and Informatics
  - Socioeconomic Policy, Trade and Investment
  - Agricultural Health
  - Other
- ◆ **TYPE-ACTIV.:** Displays all the Activities of the same kind:
  - Conference
  - Course
  - Forum
  - Seminar
  - Workshop
  - Other
- ◆ **INSTITUTION:** Displays all the activities of a particular institution.

**NB:** The printout of all the reports is sent directly to printer port LPT1. If your computer does not have a printer connected to that port because you work on a network, before accessing the System for the Supply of Training for Agricultural Development you must select the LPT1 printer port in order to be able to print.

If you select the **MAINTENANCE** option on the main menu, the sub-menu shown in Figure No. 4 will appear.

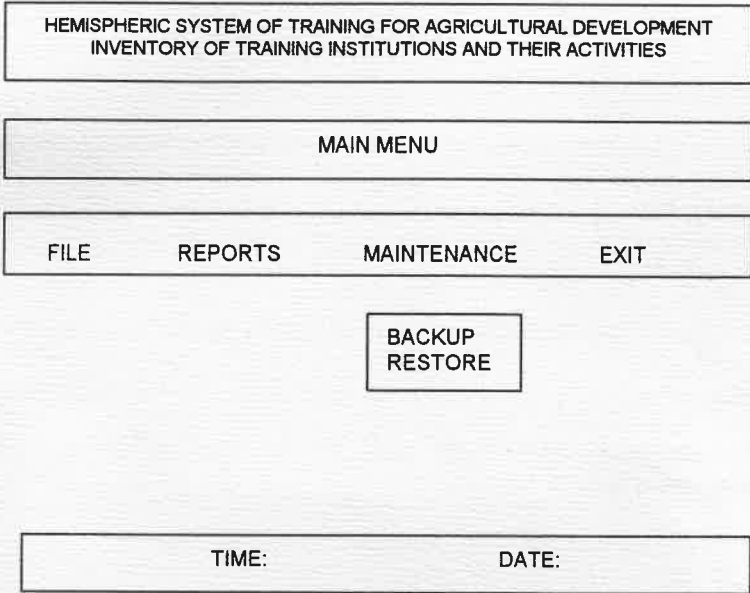


Figure No. 4

The **BACKUP** option allows you to backup the databases on the hard disk by copying them to a floppy disk. After selecting this option, insert a floppy disk into the drive selected and press **ENTER** to commence the backup operation. It is recommended that you backup the data bases each time they are modified so that you always have an up-to-date backup.

The **RESTORE** option allows the user to restore the databases from a floppy disk containing the databases, copying them on to the hard disk. This option can be used if the databases on the hard disk are deleted for any reason or when the system is installed in another machine.

The **EXIT** option on the main menu displays a sub-menu with the only option for exiting the system.

## WHAT IS IICA?

The Inter-American Institute for Cooperation on Agriculture (IICA) is the specialized agency for agriculture of the inter-American system.

As a hemispheric technical cooperation agency, IICA can be flexible and creative in responding to needs for technical cooperation in the countries, through its thirty-three Technical Cooperation Agencies, its five Regional Centers and Headquarters, which coordinate the implementation of strategies tailored to the needs of each Region.

The 1994-1998 Medium Term Plan (MTP) provides the strategic framework for orienting IICA's actions during this four-year period. Its general objective is to support the efforts of the Member States in achieving sustainable agricultural development, within the framework of hemispheric integration and as a contribution to human development in rural areas.

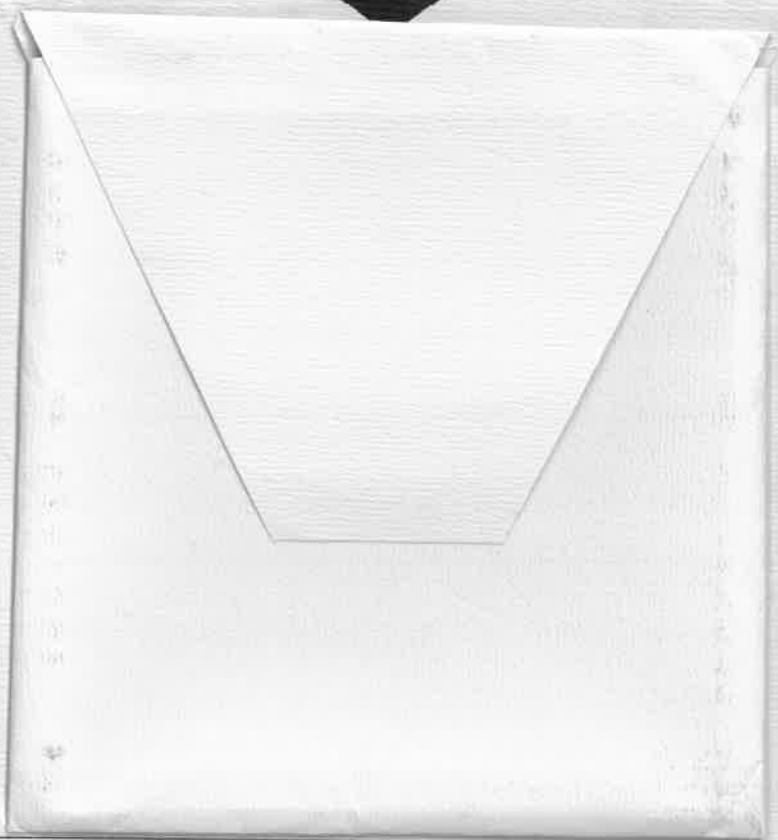
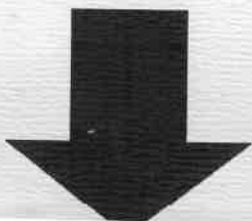
The Institute's work is aimed at making changes in three aspects of agriculture: production, trade and institutions, using an integrated and systemic approach to development which is based on competitiveness, equity and solidarity as the essential elements for achieving the development of agriculture and the rural milieu.

## WHAT IS CIARA?

The Foundation for Training and Research Applied to Agrarian Reform (CIARA) is a Venezuelan institution that promotes the training of agriculture sector officials and specialists geared to the education, updating training and professional development of the human resources that the country needs. It is also the body responsible for executing the National Agricultural Extension Program under the guidance of the Ministry of Agriculture and Livestock, with national and international funding.

In addition, the Foundation brokers the planning and securing of external funding for the rural sector as an important aspect in achieving the development of small farmers.

**THIS FLOPPY DISK CONTAINS  
THE SUPPLY OF AGRICULTURAL TRAINING  
FOR THE COUNTRY :**



## WHAT IS SIHCA?

The Hemispheric Training System for Agricultural Development (SIHCA) is a mechanism designed to coordinate the efforts of countries in the western hemisphere to develop human resources working in agriculture and related fields, particularly through training.

SIHCA was created under the terms of a cooperation agreement between the Inter-American Institute for Cooperation on Agriculture (IICA) and the Ministry of Agriculture and Livestock (MAC) of Venezuela. The agreement establishes the framework for SIHCA's activities.

The general objective of SIHCA is to contribute, through the coordination of joint agricultural training efforts, to bringing about the changes required in agricultural production, institutions and trade in western hemisphere countries in order to achieve competitive, equitable and sustainable development.

The basic structure of SIHCA is made up of the Coordination Unit and the Hemispheric Network of Training Institutions.

The Coordination Unit is composed of the Steering Committee, the Advisory Committee and the Executive Secretariat of SIHCA.

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