

Regional Conference of  
Principals and Teachers of  
National Cooperative Training Institutions  
— report —

June 1974, Jakarta, Indonesia



Cooperative  
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# Regional Conference of Principals and Teachers of National Cooperative Training Institutions

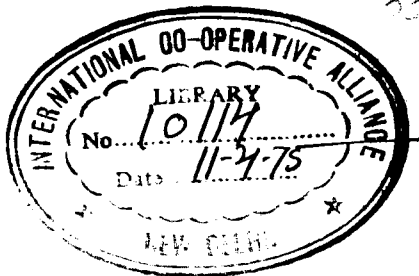
## REPORT

12-15 June, 1974  
Djakarta, Indonesia

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**INTERNATIONAL COOPERATIVE ALI**

Regional Office and Education Centre for South-East  
43 Friends Colony, New Delhi-110014



*Regional Conference of*

**Principals and Teachers of National Cooperative  
Training Institutions**

**12-25 June, 1974. Djakarta, Indonesia**

*Held under the auspices of*

**The International Cooperative Alliance  
Regional Office & Education Centre for South-East Asia  
and**

**Dewan Koperasi Indonesia, Jakarta.**

Report of the  
REGIONAL CONFERENCE OF  
PRINCIPALS AND TEACHERS  
OF  
NATIONAL COOPERATIVE TRAINING  
INSTITUTIONS

## **INTERNATIONAL COOPERATIVE ALLIANCE**

*Headquarters :* 11 Upper Grosvenor Street  
London W1X 9PA. England

**Regional Office & Education Centre For South-East Asia**  
43 Friends Colony, New Delhi-110014, India

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## **Introduction**

The Regional Conference of Principals of National Cooperative Training Institutions and Selected Teachers of Cooperative Training Centres was held from 12th to 25th June, 1974, in Jakarta, Indonesia. The Conference was jointly held by the ICA Regional Office & Education Centre for South-East Asia and Dewan Koperasi Indonesia. Twenty-three participants from Bangladesh, India, Iran, Indonesia, Republic of Korea, Malaysia, Nepal, Pakistan, Philippines, Singapore, Sri Lanka and Thailand attended the Conference.

The Conference was directed by Mr. J.M. Rana, Director (Education) with the collaboration of Dr. Dharm Vir and Mr. Lionel Gunawardana, Joint Directors of the ICA RO & EC, New Delhi, and Mr. Eddiwan, Vice-President of Dewan Koperasi Indonesia, Jakarta.

A list of participants who attended the Conference and the programme followed by the Conference are appended as Annexe II and Annexe III respectively.

The Conference expressed its appreciation and sincere thanks to the sponsoring organisations for holding the Conference and to the various cooperative organisations in Indonesia for providing valuable assistance.

This document is not a full report of the discussion which took place at the Conference. It gives only major conclusions and recommendations.



## Recommendations & Conclusions

1. In countries where national cooperative colleges function under government control, Coordinating Committees composed of leaders of the Cooperative Movements, academic staff of the universities conducting courses in Cooperation, representatives of the relevant Government Department and management experts should be established to formulate policies and these committees should have sufficient freedom in formulating policies related to training, curriculum development, staff recruitment, recruitment and selection of students, research and valuation.

The Principal should have academic freedom and long tenurial status. The selection of teaching staff should always be done in consultation with the college authorities.

In the long run the cooperative movement should gradually take over full control of the institute.

2. The national level cooperative training centres should give top most priority and adequate attention to the teaching of the Principles of Cooperation. They should carry out research studies in the application of Cooperative Principles in their respective movements with reference to the problems encountered and the deviations found in the application of the Principles. The Conference felt that such studies will enable the teachers to teach the Principles of Cooperation and their application in a realistic fashion.

3. In order to ensure effective teacher development the National Cooperative Institutions should :

- (a) encourage teachers to work for a higher academic degree to improve their competence and enhance their professional growth ;
- (b) give teachers the opportunities to participate in conferences, workshops and seminars and to attend specialised training courses ;
- (c) create opportunities for teachers to participate in project preparation, execution and evaluation ;
- (d) provide opportunities and resources to teachers for the conduct of research on special problems either individually or on a collaborative basis ;
- (e) allow teachers to carry out consultative services ;
- (f) develop a programme of continuous field exposure for teachers to be abreast of field developments, and equipping them better to provide consultancy services to cooperative institutions ; and
- (g) provide a system of incentives to give full satisfaction to teachers such as giving weightage in promotions for additional subjects taken, new research completed and attendance in seminars.

4. The ICA should organise, as soon as possible, three to five weeks training course for teachers in techniques of teaching.

5. The ICA may organise reorientation and refresher courses for subject-matter specialists from among the faculties of Cooperative Training Institutes and Colleges.

6. The ICA Teachers' Exchange Programme was found very useful and it was suggested that it should be continued and the following improvements may be introduced to make the programme more effective :

- (a) The duration be lengthened to have more impact on the teachers and the sending institutions.

- (b) There should be direct exchange between two training institutions.
- (c) Participants be given enough time to prepare before joining the receiving institution.
- (d) In view of the fact that almost all the training institutions in the Region mostly follow traditional methods there is little scope for teachers to learn in the field of techniques. Hence the Teachers Exchange Programme should be directed to the development of teachers in the subject assigned to him.

7. If a national level training centre requests the ICA for assistance in its development by providing a teacher from abroad, the ICA may make necessary arrangements.

8. The ICA should sponsor fellowships for teachers of national level training centres for the pursuance of degree-oriented programmes.

9. The scholarships offered by governments under the Colombo Plan and other agencies such as UNESCO should be utilised by the member-movements for teacher training.

10. A Regional Working Team of qualified representatives of National Training Institutions should be constituted by the ICA in the Region for the following purposes :

- (a) to review the existing teaching techniques, materials and aids and identify those suitable for adaptation by the cooperative training centres and to find out gaps to be filled in by production of new material ;
- (b) to identify prospective authors for production of such materials ; and
- (c) to provide guidelines in the preparation of materials including teaching aids.

11. Research should be regarded as an integral function of a national level cooperative training centre. The training centres

in the Region should provide necessary funds and facilities to their teaching staff for carrying out research.

12. The ICA should initiate and coordinate research on common problems to be carried out by several national level training centres jointly and simultaneously. For this purpose, the researchers from the participating institutions, as far as possible, should use the same schedule/questionnaire, methods of sampling, analysis and presentation of results.

13. ICA Regional Office should act as a clearing house for case studies prepared by cooperative training centres and other teaching institutions. These institutions should be requested to send annually an annotated list of case studies prepared by them with two copies of the case studies to the ICA Regional Office.

14. The cooperative institutions in the Region publishing books and journals in English should exchange them among themselves. The ICA should assist them in developing their libraries and documentation facilities.

15. In view of the need for developing the organisational structure for integrating cooperative training at various levels and linking it with member education, the national level cooperative institutions should carry out necessary studies and make recommendations to the concerned authorities for bringing about the desired changes.

16. The ICA should constitute a specialists group on cooperative training consisting of the Directors/Principals of national level cooperative training institutions in the Region in order to provide a forum for continued and systematic collaboration among the national level training institutions and between these institutions on the one hand and the ICA Regional Office and the Advisory Group on International Training of Cooperators (AGITCOOP) on the other. The Constitution suggested by the Conference is appended as Annexe I.

## ANNEXE I

**SOUTH-EAST ASIAN  
SPECIALISTS'  
GROUP ON COOPERATIVE TRAINING  
(SEASPECT)  
CONSTITUTION**

### **Preamble**

Keeping in view the need to improve collaboration among national level cooperative training centres in the Region of South-East Asia served by the International Cooperative Alliance, the need to provide specialist advice to these centres; to enhance the effectiveness of their training programmes; to advise the ICA Regional Office in respect of its educational programmes for cooperative personnel and trainers and to serve as a link with the Advisory Group on International Training of Cooperators (AGITCOOP); the *South-East Asian Specialists' Group on Co-operative Training (SEASPECT)* is set up under the auspices of the ICA Regional Office and Education Centre for South-East Asia.

### **Article-1. Objectives**

The objectives of the Group shall be :

1.1 to make recommendations to the ICA Regional Office regard-

ing training of cooperative personnel including trainers and regarding research ;

- 1.2 to make recommendations to the member-organisations on training of cooperative personnel including trainers and conducting research especially with reference to the following :
  - (a) identifying the most important areas in cooperative training ;
  - (b) preparing and, where need be, translating and adapting study material, text books and other teaching aids ;
  - (c) selecting the most relevant teaching techniques and trying them out on a pilot basis, where necessary ;
  - (d) formulating guidelines for the recruitment, training and career development of teaching staff including exchange of teachers ;
  - (e) conducting evaluation of training programmes ;
  - (f) carrying out research including collaborative research on cooperative training and important cooperative subjects such as the application of Cooperative Principles ; and
  - (g) ensuring representation from the Region at AGITCOOP meetings and vice versa, and assisting AGITCOOP in cooperative training at the international level ;
- 1.3 to recommend to the national level training centres on restructuring their organisational set-up for improving cooperative training ; and
- 1.4 to assist national level cooperative training centres in facilitating collaboration on a regional and inter-institutional basis in other relevant areas in the field of training and research such as in organising study visits abroad, exchange of experiences and documentation.
- 1.5 The Group shall constitute sub-groups or task forces, as may be necessary, from time to time to deal with specific issues or

problems, and such sub-groups shall meet as often as required.

## **Article-2. Membership**

- 2.1 Membership of the Group shall be open to all national level cooperative training centres in countries served by the ICA Regional Office for South-East Asia. The Director/Principal of the National Level Cooperative Training Centre shall be nominated to attend the meetings of the Group and in case where the Director/Principal is unable to attend any specific meeting, he may nominate a substitute from the teaching staff of his Centre.
- 2.2 The Regional Director and Director (Education) of the ICA Regional Office for South-East Asia shall be ex-officio members of the Group.

## **Article-3. Office**

- 3.1 The Office of the Group shall be at the premises of the ICA Regional Office.

## **Article-4. Meetings**

- 4.1 Meetings of the Group shall be held approximately once in two years. The meetings shall be convened by the Secretary who shall also furnish to the Group a report on activities carried out by it from time to time.
- 4.2 The Group shall conduct its meetings in English.
- 4.3 Only members mentioned in paragraph 2.1 of Article-2, shall be entitled to vote. The Chairman shall have the power to vote in case of a tie.
- 4.4 Representatives of certain specialised agencies, especially the Regional Offices of UNESCO, ILO, FAO and ADB may be invited to attend meetings of the Group.
- 4.5 Executive Officers responsible for cooperative training in the national cooperative unions and representatives of the

universities having faculties of Cooperation in the Region may be invited to attend meetings of the Group as observers,

- 4.6 The Group shall have the powers to frame its own rules of procedure and conduct.

#### **Article-5. Officers**

- 5.1 The Regional Director shall be the ex-Officio Chairman of the Group and in his absence the Group shall elect a Chairman for the meeting.
- 5.2 The Director (Education) shall be the ex-Officio Secretary of the Group.

#### **Article-6. Finance**

- 6.1 The work and meetings of the Group, sub-groups and task forces shall be self-financing. The National Training Centres and other sponsoring organisations shall cover travel and participation expenses of their representatives at the meetings of the Group.
- 6.2 The ICA Regional Office may provide and/or secure necessary financial assistance for holding the meetings of the Group and its other activities.
- 6.3 The ICA Regional Office shall be responsible for costs of administration and for travel of its officers in connection with the work of the Group.

#### **Article-7. Amendments**

- 7.1 Any meeting where an amendment is proposed shall require three months' notice. Any amendment shall be carried out by a simple majority of the total membership of the Group. Amendments thus adopted by the Group shall come into force immediately after they are approved by the ICA authorities.

#### **Article-8. ICA Authorities**

- 8.1 The Group will come into existence after this Constitution, with such modification as may be necessary, is approved by the ICA authorities.





- |    |   |          |         |
|----|---|----------|---------|
| 6. | Dr. A.U. Shaikh<br>Director,<br>V.L. Mehta National Institute of<br>Cooperative Management,<br>R.B.I. Building, Ganeshkhind Road,<br>Poona.   | Member   | (India) |
| 7. | Mr. Lionel Gunawardana<br>Joint Director (P&PR)<br>International Cooperative Alliance<br>Regional Office & Education Centre<br>for South-East Asia,<br>43, Friends Colony, New Delhi. | Convener | (ICA)   |

**Observers**

- |                    |                  |
|--------------------|------------------|
| Mr. J.M. Rana      | (ICA, New Delhi) |
| Dr. D. Vir         | (ICA, New Delhi) |
| Mr. T.N. Bottomley | (ICA, London)    |

## **GROUP—I**

1. Mr. Amba Prasad
2. Mr. J.K. Lumunon
3. Mr. Harsoyono Subyakto
4. Mr. Ke Won Kang
5. Prof. Hwan Kyou Lee
6. Mr. Y. Thiruchelvam
7. Mr. Shahab-ud-Din Chaudhri
8. Mr. Pradit Machima
9. Mr. L. Gunawardana
10. Mr. H.A. Desai
11. Mr. Zainal A. Nasoetion

## **GROUP—II**

1. Mr. V.K. Balakrishnan
2. Mr. Tasman Pasaribu
3. Mr. Imam Chourmain
4. Mr. B.P. Bhattarai
5. Dr. Vicente U Quintana
6. Mr. Koh Watt Seng
7. Mr. W.U. Herath

8. Mr. J.M. Rana
9. Mr. C.Y. Lee (FAO)
10. Mr. T.N. Bottomley
11. Mr. Mohamad Haji Ibrahim

### **GROUP—III**

1. Mr. S.A. Safdar
2. Dr. A.U. Shaikh
3. Mr. Parviz Pakshir
4. Mr. Abdul Hanan Hardjasmita
5. Mr. Romeo A Muere
6. Mr. Gunadasa Lokuge
7. Mr. Opas Cherernpakdi
8. Dr. D. Vir
9. Prof. (Miss) S. Khandwala
10. Mr. Eddiwan
11. Mr. A Solomon

## **Points for Group Discussion**

### **GROUP—I**

1. Please collate from the background papers :
  - (a) the problems of national cooperative training institutions, and
  - (b) suggestions offered therein for improvement.
2. The Group may supplement above with their views.

### **GROUP—II**

1. Please indicate in what ways regional collaboration can be developed among the national cooperative training institutions in the following fields :
  - (a) Preparation and use of teaching materials (including teaching aids),
  - (b) Research.
2. Please suggest other important areas for regional collaboration.

### **GROUP—III**

1. Please suggest a detailed three-week programme for training teachers in the techniques of teaching at the National Cooperative Training Centres.
2. Please also give other suggestions for development of teachers.

## Report of Group—I

1. Mr. Shahab-ud-Din Chaudhri	Chairman
2. Mr. Y. Thiruchelvam	Secretary
3. Mr. Amba Prasad	Member
4. Mr. J. K. Lumunon	”
5. Mr. Harsoyono Subyakto	”
6. Mr. Ke Won Kang	”
7. Prof. Hwan Kyou Lee	”
8. Mr. Pradit Machima	”
9. Mr. L. Gunawardana	”
10. Mr. H. A. Desai	”
11. Mr. Zainal A. Nasoetion	”

The problems of National Cooperative Institutes/Colleges were discussed under the following categories :

1. Administration and Control
2. Personnel
3. Physical facilities
4. Programming
5. Post-Training
6. Research

### Problems and Suggested Solutions

#### 1. Administration and Control

- (i) Budget difficulties—appropriation sometimes was

enough to have year round continuous education activity. It was generally realised, that except in Korea and the Philippines, national institutes are directly or indirectly dependent on the Government for funds and hence under their control too.

It was felt that where colleges are under government control a Coordination Committee comprising :

- (i) leaders of the Cooperative Movement,
- (ii) academic staff of the Universities,
- (iii) representatives of the relevant Government Departments, and
- (iv) representatives of management institutes should function at the policy making levels.

And that this committee should have sufficient freedom to formulate decisions pertaining to all aspects of the institute with regard to

- (i) training
- (ii) curriculum
- (iii) staff recruitment
- (iv) selection of students, and
- (v) research and evaluation.

And that the cooperative movement should gradually take over the full financing.

And that the principal should have a sufficiently long tenure.

## 2. Personnel

Turnover of staff was mainly due to :

- (i) low salary
- (ii) low status and image compared with the status of university lecturers
- (iii) no career development
- (iv) government selection and frequent shuttling of staff between institute and government department.

It was suggested that these short-comings should be rectified where possible and that selection of staff should be in consultation with the college council or even by the college authorities.

**3. Physical Facilities**—college premises, residential facilities, library and reading room facilities.

It was generally felt that the various national institutes have varying levels of physical facilities and that sometimes buildings are not properly maintained.

The participant from Malaysia reported that facilities at the Cooperative College of Malaya were excellent with full residential, dining and library amenities, and that with a better indexing system the library would be superlative with its present stock of books.

The participant from the Republic of Korea felt that efficient transportation would easily over-come non-residential inadequacies. Such transportation was lacking in certain countries making the problem even more acute.

It was felt that the ideal set is one where the full range of facilities are found, i.e.

- (i) good premises,
- (ii) residential blocks,
- (iii) well-stocked and indexed reading library, and
- (iv) good transportation.

**4. Programming**— Curriculum structuring, selection of students,  
— text books,  
— teaching material,  
— evaluation/testing/follow-up.

(i) *Curriculum*

It was felt that the national institute should formulate its own programme in accordance with requirement and continuously bring up-to-date by evaluation and feed back. Curriculum structuring by the Government



Department and adhering to obsolete curriculum surfaced as some of the problems.

Study visits proved ineffective if not preceded by planning and case studies. Without case studies students often groped in the dark and never got the full benefit of study visits.

(ii) *Selection*

There was an absence of screening resulting in lack of control on selection. Often heterogeneous groups of varying backgrounds got thrown together in a class, resulting in a wide range of experience and qualification thus presenting immense difficulties to the teacher.

The solution was for the institute to lay down standards of selection for each batch so that each group selected for a particular course has high uniformity.

(iii) *Text Books*—A lack of availability of text books of a local nature with local content was raised.

It was suggested that the National Unions of the respective countries should provide incentives for teachers to write, translate and modify existing material to suit local conditions. It was also further suggested that National Unions may even commission teachers to undertake to do such work.

(iv) *Audio-Visual Aids*—The college should make arrangements to create and make use of simple aids such as graphs, charts, models etc. Sophisticated equipment is of not much use unless films, tapes etc. are really available.

(v) *Evaluation*—The effectiveness of training programmes must constantly be kept in check by tests, evaluation and similar feed-backs.

Field work should be culminated by reports which would serve as a record, and assessment of each student's perception and gain.



Hon'ble Prof. Dr. Ir. Sadli, Minister of Manpower, Transmigration and Cooperatives (ad interim), Government of Indonesia, inaugurating the Conference.



Mr. R. P. Soeroso, President, Dewan Koperasi Indonesia, delivering welcome speech at the Inaugural Session.



Mr. J. M. Rana introducing educational programmes of the ICA Regional Office.  
(left to right) Mr. H. A. Desai (Resource Person), Dr. Dharm Vir and Mr. J. M. Rana (ICA Delhi),  
Mr. Eddiwan (Indonesia), and Mr. Lionel Gunawardana (ICA Delhi).



Conference participants during a Study Visit.



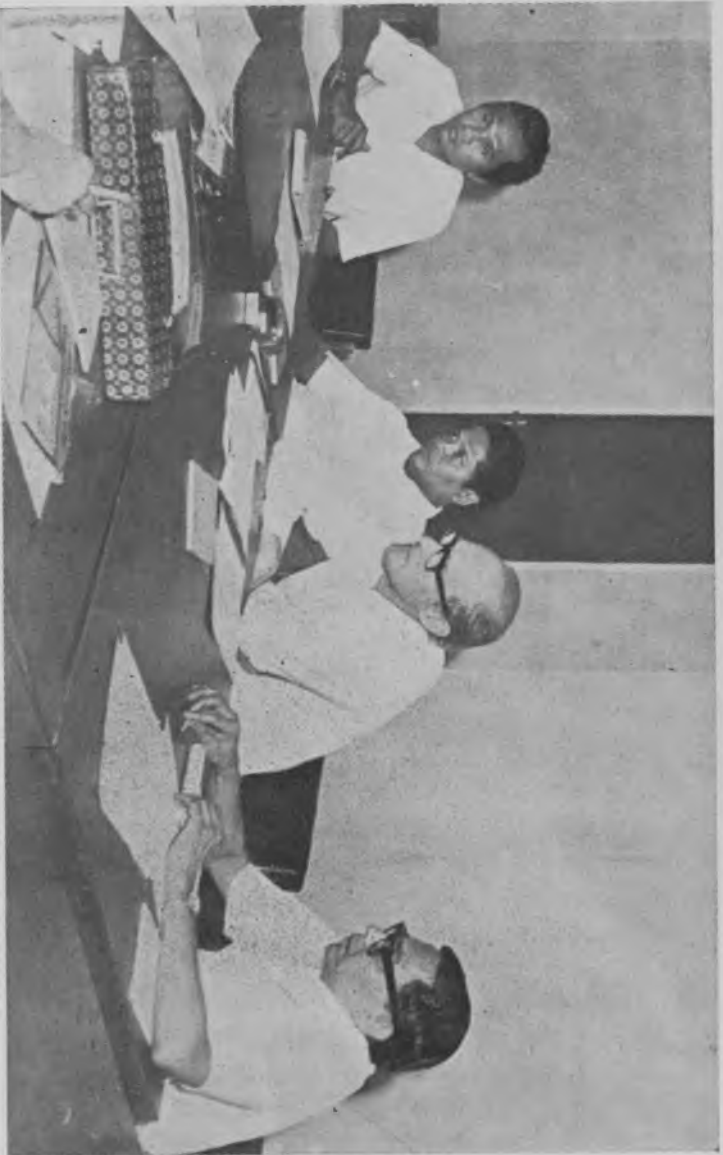
Dr. V. U. Quintana seen introducing his paper (from left to right) Mr. Shahab-ud-Din Chaudhri (Pakistan), Mr. R. A. Muere and Dr. V. U. Quintana (Philippines) and Mr. Koh Watt Seng (Singapore).



Mr. Koh Watt Seng speaking at the Evaluation Session. (left to right) Mr. Koh Watt Seng (Singapore), Mr. G. Lokuge and Mr. W. U. Herath (Sri Lanka), and Mr. Opas Cherenpakdi (Thailand).

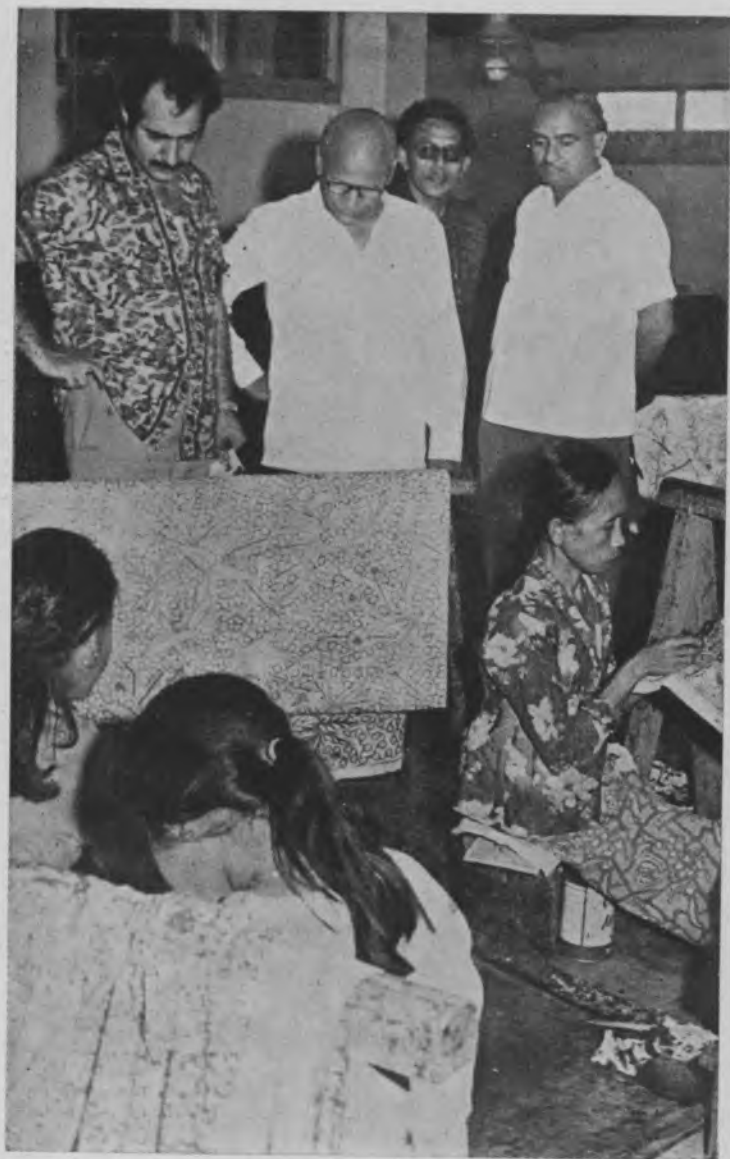


A Working Group in Session (from left to right) Mr. Opas Cherempakdi (Thailand), Mr. Gunadasa Lokuge (Sri Lanka) Prof. Shobana Khandwala (Resource Person), Dr. Dharm Vir (ICA Delhi) and Dr. A. U. Shaikh (India).



Group Discussion in progress (left to right) Mr. Imam Chourmain (Indonesia), Dr. V. U. Quintana (Philippines), Mr. T. N. Bottomley (ICA London) and Mr. J. M. Rana (ICA Delhi).





Participants visiting a Batik shop of the Federation of Indonesian Batik Cooperatives in Djakarta.

## **5. Post Training**

It was felt that periodic refresher course should be more than sufficient.

## **6. Research**

Research should be conducted into whether the training has been put to use and how the participating student has benefited.

The aim of such research, is to frame, modify and restructure curriculum according to findings. Such research, it was felt, is attitudinal problem.

## Report of Group—II

Mr. T.N. Bottomley	Chairman
Mr. V.K. Balakrishnan	Secretary
Mr. Tasman Pasaribu	Member
Mr. Imam Chourmain	”
Mr. B.P. Bhattarai	”
Dr. Vicente Quintana	”
Mr. Koh Watt Seng	”
Mr. W. U. Herath	”
Mr. J.M. Rana	”
Mr. C.Y. Lee (FAO)	”
Mr. Mohamad Haji Ibrahim	”

*Subject* : Teaching Techniques, Materials, Aids and Research.

### (a) Training of Teachers.

2.1 The Group noted that in training of teachers two sections have to be taken care of, namely, full-time trainers and part-time trainers. The needs of the two sections are different and have, therefore, to be dealt with separately.

2.2 For full-time trainers, there is need to have a regular programme of training, including refresher courses to make their skills, updated. Each country should take care of this problem and adopt a regular scheme of training of trainers.

2.3 The trainers have also to be equipped with the latest methods of teaching and this could effectively be done through teachers training institutions. They have to be trained in psychology and other aspects which would help to make them best teachers.

2.4 The trainers, to be effective, should have the ability to devise suitable training programmes, syllabus, curricula, teaching aids, materials etc. and for this purpose should undergo special training programmes. It is desirable for the Regional Office of ICA to devise suitable training programmes for the teachers of the Region in such special techniques.

2.5 To the extent possible part-time teachers should also be trained in the aspect indicated above, so that their work could also be made more effective.

#### **(b) Teaching Materials, Aids etc.**

2.6 The group noted that in the training institutions of the Region various training materials exist and these have to be screened, best material detected, and developed to suit other countries of the Region. There is also need to produce, develop and improve teaching aids, and arrange a mechanism for exchange of such teaching materials. It was noted that in India, a working group has already been set-up to study this problem in all its aspects. Other countries could also undertake a similar study.

2.7 Since the teaching aids have to suit local conditions, and only very few can be of use for general application in the Region as a whole, it was agreed that a Regional Working Team of National Training Institutions may be constituted by the ICA, in the Region, to make a study in depth of the entire problem, particularly :

- (a) to give guidelines in preparation of materials, including teaching aids, that the team considers necessary for general application by the countries of the Region ;

- (b) to identify prospective authors for production of such materials ;
- (c) to review the materials so produced and identify the best for adoption by other countries in the Region ; and
- (d) to select the best material available, by a review of the existing materials in the countries of this Region. In this effort the national training institutions should first help this study team, by selection of two or three best training material for each country, so as to help the study team to screen the best available material in a short time.

2.8 Films could be one of the teaching aids. The London Office and the Regional Office of the ICA has a catalogue of films. This could be improved. The countries in the Region could obtain films from this catalogue for use. It was noted that the Regional Office at this juncture cannot think of having a film library. But in the long run such an idea can also be thought of. Meanwhile it could be possible for borrowing films from Management Associations, Productivity Councils, Government Publicity Departments etc, for use in the training colleges both for teachers training as well as for member education.

**(c) Research**

2.9 The group noted that there is an urgent need for conduct of research in various aspects such as (i) development of cooperative marketing ; (ii) consumer cooperation ; (iii) industrial cooperation ; (iv) settlement societies ; (v) member-education etc, so that the success and failures of various countries in the Region could be analysed for improvement of the concerned movement in the entire Region. A regular programme of research should be chalked out and implemented by the ICA for the Region. It would be particularly useful if research on selected topics could be carried out simultaneously in several countries with ICA acting as the planning and co-ordinating agency. Such an arrangement would enable comparative studies of the strengths and weaknesses in each country to be made.

2.10 For the conduct of research suitable guidelines, formats etc. should be finalised and circulated by the ICA. The ICA should also locate experienced workers for conduct of such research so that the conclusion of the study could be of use to all the countries in the Region. The Cooperative Movement of the country concerned could be requested even to share the cost with ICA on a 50:50 basis as the experience of research would be useful for the cooperative institution of the country concerned also. If necessary the subject of study could be identified in consultation with the cooperative institution of the country concerned which shares the cost. The final report of study could be brought out in consultation with the cooperative institution of the country concerned so that all aspects are brought to light and a clear picture emerges for adaptation by all countries in the Region, to the extent possible.

2.11 The group was also of the view that it would be better to link research work with teaching so that the results of the research could help improve the training techniques of the country concerned.

2.12 The group also noted that there is need for bringing out suitable text books and the Regional Office of the ICA should continue its efforts in this regard.

## Report of Group—III

Dr. A.U. Shaikh	Chairman
Mr. Romeo A. Muere	Secretary
Mr. S.A. Safdar	Member
Mr. Parviz Pakshir	„
Mr. Abdul Hanan Hardjasmita	„
Mr. Gunadasa Lokuge	„
Mr. Opas Cherernpakdi	„
Mr. Eddiwan	„
Prof. (Miss) S. Khandwala	„
Dr. D. Vir	„
Mr. A. Solomon	„

Development of teachers of national cooperative training institutions and on the preparation of a three-week programme for training teachers in the techniques of teaching :

1. On teacher development the group felt that the teachers of national cooperative training institutions should possess the following :

- 1.1 An academic background of at least a bachelors degree, preferably a post-graduate degree, from a recognized college or university. He should have mastery of the subject matter he is teaching as well as the necessary work experience on his specialisation. Corollary to this is that he must have a cooperative background,

its ideology and operation. He must have a deep commitment to the cooperative system.

- 1.2 He should have a general knowledge under which cooperatives operate and should have an inter-disciplinary grasp of the socio-political and economic conditions of the country to have a deeper insight of the role cooperatives play in the national economy. He must have a high respect for the democratic ideals since cooperation is a democratic institution.
- 1.3 He should possess the following skills, required of a good teacher, such as : communication skill, leadership, conceptual and skill in interpersonal relations for the participants in training programmes to feel at home so to speak with him and in the training institution.
- 1.4 He must have research experience in his area of specialization.
- 1.5 He should be generally conversant with the different teaching methods and techniques and their uses, and
- 1.6 He must have the commitment to teaching as a career and the desire for further professional growth.
2. With the aforementioned considered, the following are suggested for teacher development.
  - 2.1 Teachers should be encouraged to work for a higher academic degree to improve their competence and for their own professional growth.
  - 2.2 Opportunities should be given to them to participate in conferences and seminars and to attend specialized training courses suited to their own specialization or wherever a need or a gap in their knowledge or skills exist, allow the teachers to work for short periods with apex bodies in the subject in which they deal.



- 2.3 Opportunities should be created for them to participate in project preparation, execution and evaluation.
- 2.4 The national cooperative training institution should provide the opportunities and the facilities to its teachers for the conduct of researches on special problems either individually undertaken or done on an interdisciplinary basis. These may be in project feasibility studies, preparation of cases, production and proper use of audio-visual materials etc. Periodic review of development of researches undertaken should also be made.

Opportunities for the publication of research results should be created.

- 2.5 Team teaching under the guidance of a staff should also be explored.
- 2.6 The national cooperative training institution should have a programme of continuous field exposure of its teachers for them to be abreast with development in the field, thereby to gain practical field experience and for them to provide consultancy services to cooperative institutions.
- 2.7 Monthly staff meetings be undertaken wherein a teacher will be required to present a paper, book review, research proposal etc.

3. On the preparation of a detailed three-week programme for training teachers in the techniques of teaching :

It was the consensus of the group members that most teachers of national cooperative training institutions should properly use the following techniques : lecture with audio-visual aid, lecture-discussion, study visits, on-the-job training, the giving of assignments, case study and role play. In view of the possibility of variation of the interpretation of the various teaching techniques such as : sensitivity training, in-basket method and programmed instruction, it was decided to pre-determine before

hand the objectives of the three-week programme for training teachers in the techniques of training.

Considering an eighteen days programme--duration, excluding Sundays, the following objectives and duration for each objective are suggested :

3.1 Objectives	Duration (days)
3.11 To acquaint the teachers of national cooperative training institutions with the various teaching techniques and their uses.	3
3.12 To sharpen their skills in the use of the following teaching techniques : lecture with audio-visual aids, lecture discussion, study visits, on-the-job training and giving of assignments.	3
3.13 To develop among the participants the skill in the preparation of the case materials needed.	5
3.14 To develop among the participants the skill in the use of at least one or two new training techniques especially the case study method.	5

Due to lack of time, the specific details for each objective were not determined. However, it was deemed advisable that the ICA in consultation with experts in the field of teaching techniques, will in the course of time can make the appropriate programme break-down in terms of specific subject matter areas and their corresponding number of hours.

## Annexe II

### PARTICIPANTS

- Bangladesh**
1. Mr. S. A. Safdar,  
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Kotbari, Comilla.
- India**
2. Mr. V. K. Balakrishnan,  
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July 12th Cooperative Academy,  
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Education & Information of Cooperatives  
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8. Mr. Tasma Pasaribu,  
Director, National Cooperative Academy &  
Cooperative Training Centre,  
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9. Mr. Imam Chourmain,  
Lecturer (on Cooperatives) of IKIP,  
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10. Mr. Harsoyono Subyakto,  
Lecturer of the Faculty of Economics,  
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Statistics and Agricultural Economics,  
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- Republic of Korea**    11. Mr. Ke Won Kang,  
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15. Mr. B. P. Bhattarai\*  
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16. Mr. Shahab-ud-Din Chaudhri  
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- Thailand**        22. Mr. Opas Cherernpakdi  
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23. Mr. Pradit Machima\*  
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\* Took part in ICA Teachers' Exchange Programme.

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40. Mr. T. N. Bottomley  
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ICA ROEC for S-E Asia, New Delhi

45. Mr. Lionel Gunawardana,  
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**Conference  
Secretary**

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## Annexe III

### PROGRAMME

*Session  
No.*

**Wednesday, 12 June**

09.00—12.00 1. Inaugural Session.

- i. Welcome Address by Mr. R. P. Soeroso,  
President,  
Dewan Koperasi Indonesia, Jalan Jendral  
Gatot Subroto, Kom-  
plex Pusdikkop,  
Jakarta.
- ii. Address by Mr. J. M. Rana,  
Director (Education),  
ICA Regional Office  
& Education Centre  
for South-East Asia,  
New Delhi.
- iii. Inaugural Address  
by Hon'ble Prof. Dr. Ir.  
Sadli, The Minister of  
Manpower, Transmi-  
gration and Coopera-  
tives, *ad interim*

- iv. Address and vote of thanks by Mr. Eddiwan, Vice-President-II, Dewan Koperasi Indonesia.

- 14.00—17.00 2. Introductions by Participants.  
Objectives and Working Methods of the Conference.  
Presentation of and Discussion on country background papers (contd.).  
(Tea Break : 15.30—15.45).

#### **Thursday, 13 June**

- 09.00—13.00 3. Presentation of country background papers (contd.). (Tea Break : 11.00—11.15)  
14.30—16.30 Visit to the Federation of Indonesian Batik Cooperatives (G.K.B.I.)

#### **Friday, 14 June**

- 09.00—11.00 4. Presentation of country background papers (contd.).  
14.00—17.00 5. Presentation of country background papers (contd.).  
(Tea Break : 15.30—15.45).

#### **Saturday, 15 June**

- 09.00—12.00 6. Presentation of country background papers (contd.).  
(Tea Break . 10.30—10.45).  
14.00—17.00 7. Group Discussion on Major Problems and Suggested Solutions of National Cooperative Training Centres.  
—Mr. Lionel Gunawardana,  
Joint Director  
ICA, New Delhi.  
(Tea Break 15.30—15.45)

## **Sunday, 16 June**

- (Morning) Local Sight-seeing.  
Afternoon Free. Reception by the Cooperative Bank of  
19.00 Indonesia at Hotel Kartika Plaza.

## **Monday, 17 June**

- 09.00—10.00 8. Review and Assessment of ICA Teachers' Exchange Programme (Training and Development of Teachers)  
—Dr. D. Vir, Joint Director (Education)  
ICA, New Delhi.  
(Tea Break : 10.00—10.30).
- 10.30—12.00 Discussion
- 14.00—16.30 9. Plenary Session on Group Discussion reports of Session 7.  
(Tea Break : 15.00—15.15).
- 19.00 Reception by the Dewan Koporasi Indonesia at Putri Duyung Cottage

## **Tuesday, 18 June**

- 09.00—12.00 10. **Workshop on Techniques of Teaching Psychology of Learning.**  
—Prof. (Miss). Shobhana Khandwala  
National Institute for Training in Industrial Engineering (NITIE), Bombay.  
(Tea Break : 10.30—10.45)
- 14.00—17.00 11. Case Method and Incidence Process.  
—Mr. H. A. Desai  
Personnel Advisor,  
Tata Services Limited, Bombay.  
(Tea Break 15.00—15.15).

*Session*

*No.*

- 19.00 Reception by Federation of Indonesian Batik Cooperatives.

**Wednesday, 19 June**

- 09.00—12.00 12. Role Play.  
—Prof. (Miss) Shobhana Khandwala  
(Tea Break : 10.30—10.45)
- 14.00—17.00 13. Discussion Leading.  
—Mr. H. A. Desai.  
(Tea Break : 15.00—15.15).

**Thursday, 20 June**

- 09.00—12.00 14. In-Basket Method.  
—Prof. (Miss) Shobhana Khandwala  
(Tea Break : 10.30—10.45).
- 14.00—17.00 15. Open Discussion.  
—Prof. (Miss) Shobhana Khandwala  
Mr. H. A. Desai.  
(Tea Break : 15.00—15.15).

**Friday, 21 June**

- 09.00—10.00 16. Research and Evaluation in Cooperative Training.  
—Dr. V. U. Quintana,  
Director, Agricultural Credit & Cooperatives  
Institute, University of the Philippines.
- 10.00—11.00 Discussion.
- 14.00—14.30 17. An Introduction to AGITCOOP  
—Mr. T. N. Bottomley, ICA, London

14.30—16.30 18. **Panel Discussion.**  
**Regional Collaboration among Training Centres and their Collaboration with the Advisory Group on International Training of Cooperators.**

19.00 ICA Reception.  
Saturday, 22 June }  
Sunday, 23 June } Study visits.  
Monday, 24 June }

**Tuesday, 25 June**

09.00—12.00 19. **Final Plenary.**  
**Adoption of the Report**  
**Evaluation of the Conference.**

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# ***The International Cooperative Alliance***

is one of the oldest of non-governmental international organisations. It is a world-wide confederation of cooperative organisations of all types. Founded by the International Cooperative Congress held in London in 1895, it now has affiliates in 64 countries serving over 300 million members at the primary level. It is the only international organisation entirely and exclusively dedicated to the promotion of cooperation in all parts of the world.

Besides the Head Office of the ICA, which is in London, there are two regional offices, *viz.* the Regional Office & Education Centre for South-East Asia, New Delhi, India, and the Regional Office for East and Central Africa, Moshi, Tanzania. The Regional Office in New Delhi was started in 1960 and the office in Moshi in 1968.

The main tasks of the Regional Office & Education Centre are to develop the general activities of the Alliance in the Region, to act as a link between the ICA and its affiliated national movements, to represent the Alliance in its consultative relations with the regional establishments of the United Nations and other international organisations, to promote economic relations amongst member-movements, including trading across national boundaries, to organise and conduct technical assistance, to conduct educational activities for the movement and to bring out publications relating to co

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