

# **Advanced Training Course**

## **Project Analysis and Management**

March 18-22, 2002  
Huangshan City, Anhui, China

Organized by the World Bank, Halcrow China and Ketch Corporation  
in collaboration with  
Anhui Provincial World Bank Project Management Office (APMO)

### **Objective**

The objective of the course is to enhance analytical and managerial skills of project managers and analysts by training them with hand-on experiences, skills, and knowledge in project planning, economic analysis, and management. The course will particularly help train staff of Anhui Provincial World Bank Project Management Office (APMO).

### **Program Design**

The course is developed and offered jointly by the World Bank, Halcrow China and Anhui Ketch Engineering Consulting Corporation, in collaboration with APMO. The training course is orientated for providing detailed working knowledge to the PMO/PIU officials and technical staff involved in Huai River Pollution Control Project (funded by the World Bank) as well as other participants.

The course will cover the following subjects. Although it focuses on the requirements and procedure of World Bank-funded projects, the knowledge and skills learnt from the course are generally applicable to the preparation and management of projects funded by other multi- or bi-lateral international organizations and Chinese governments.

### **Part I Preparation and analysis of the WB Projects**

World Bank Lending Strategies, Policies and Requirements in China  
Introduction of Project Cycle and Appraisal  
Project Financial Analysis and Comparison between Financial Analysis and Economic Analysis  
Project Economic Analysis – Valuation Techniques and Case Studies

### **Part II – Major Requirements and Procedures of WB-financed Projects**

World Bank's safeguard policies: Resettlement, Environmental Assessment and others  
Environmental action planning and monitoring  
Institutional Requirements for Project Financial Sustainability  
Project procurement guidelines  
Disbursement Procedures  
Financial Management and Monitoring and International Accounting Principles and Practice

### **Part III - Project and Contract Management**

Overview of Project Management

Project Quality Plan and Implementation  
Analysis of Loan Agreement, Project Agreement, Project Appraisal Documents and Performance Indicators  
Preparation of Technical Specifications and Bidding Documents for Equipment, Civil Works, Goods and Services  
Procurement Management, Reporting and WB Requirements  
Contract Management (Based on FIDIC Conditions)  
Construction Implementation, Supervision, Monitoring and Progress Report Preparation

The detailed course schedule will be available later. The training notes will be edited into a comprehensive handbook for trainees' further reference.

### **Target Audience**

The target audiences of the course are project managers and project analysts/consultants/engineers from government agencies, consulting firms, planning and design institutes, and private or international companies/organizations working on World Bank funded projects in China. Representatives from research institutes, universities, and other civil society groups are welcome.

### **Location and Timing**

The one-week training course will be held in Yellow Mountain Golf Hotel (5 Star), Huangshan City, Anhui Province, China, starting on March 18, Monday, and ending on March 22, Friday. Sessions will be conducted on 5 full days.

### **Language**

Sessions of non-Chinese speakers (about 1/3 to a half of the course) will be delivered in English with Chinese interpretation.

### **Course Administration**

World Bank: Dr Raja Iyer, Lead Management Specialist and Task Manager of East Asia Urban Sector Unit; Dr. John Dixon, Lead Environmental Economist, and Dr Jian XIE, Senior Environmental Specialist, World Bank Institute; Ms Chongwu SUN, Deputy Task Manager/Senior Environmental Specialist; Mr Zhentu LIU Senior Procurement Specialist; Ms Youlan ZOU, Social Development Specialist, World Bank Beijing Office.

APMO: Ms Liu Hua, Deputy Director of World Bank Loan Division.

Halcrow Group: Dr Joe Zhao Principal Engineer/Quality and Project Management Specialist, Dr P S Zhuang, Mr Woody Chen Procurement Specialist, Mr Jim Kane, Principal Engineer/Contract Management Specialist, Michael Norton, Director Construction Management.

The course also draws on the expertise of experts, scholars and practitioners within and outside China in the preparation of training materials, case studies, and course presentations.

### **Cost**

The tuition of the Course is RMB 1500 Yuan RMB (200 Yuan for the lecture notes) for Chinese participants; international consultants are charged at USD1500.

Participants should be responsible for their travel between their home cities and the training site. The costs of lodging and foods for each participant will be charged at RMB 1650 for the 7 days and 6 nights stay.

### **Application and Registration**

Each applicant must submit a completed application form with signature to Ketch in Hefei, Anhui no later than 5th March, 2002 by fax, E-mail or mail. Applicants will be informed no later than March 11, 2002. The application form is attached below or can be downloaded at <http://www.worldbank.org/wbi/sdenveconomics/resources.html>.

### **Important dates**

March 5	Deadline for application submission
March 11	Notification of acceptance (by fax or email)
March 13	Confirmation of attendance (by fax or email)
March 17	Registration
March 18-22	Course held in Yellow Mountains City, Anhui, China

### **Further Information and contact persons:**

Jeff Cheng/Woody Chen/Kathie Zhang

Huai River Basin Pollution Control TA Project Office  
Anhui Provincial Construction Commission  
Huanchengnan Road No 28, Hefei City  
Tel: 0551 – 2657334 ext 2119  
Mobile 139 569 55008  
Mobile 13965015970  
Email:  
halcrow@mail.hf.ah.cn  
Hfshzhy@mail.hf.ah.cn  
ZhaoJ@halcrow.com.hk

# Application for Admission

## **Project Analysis and Management**

**March 18-22, Yellow Mountains City, Anhui, China**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Sex: M  F

### **Contact Information**

Work Address: \_\_\_\_\_ Post No \_\_\_\_\_

Work Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Home Telephone: \_\_\_\_\_

E-mail: \_\_\_\_\_

### **Employment**

Current Position: \_\_\_\_\_

Name of Institution: \_\_\_\_\_

### **Position Type**

Indicate the type of position you hold (check only one please):

- Government Officials (G)     University faculty/researcher (A)  
 State-owned Company Executives (E)                       Private Sector (V)  
 Policy analysts                       Project managers/analysts/consultants  
 Trainers (T)                       Non-governmental organization representatives (N)  
 Media/Journalists (C)     Civil Society (S)     Other (O): \_\_\_\_\_

### **Organization Type**

Indicate the type of organization in which you work (check only one, please):

- State, Province or Municipal Level Government (L)  
 Research Institution (R)                       Public-owned enterprises (P)  
 NGO or Other Non-Government Community Org. (H)  
 University or Other Training Institution (U/T)  
 Private Enterprise (V)                       Media (J)  
 International/Regional or Multilateral Organization (O)  
 Other Financial Institution (ie. Dev. Bank, etc.) (D)  
 Foundation (F)  
 Other (Z): \_\_\_\_\_

If you are recommended by a World Bank staff to attend the course, please indicate \_\_\_\_\_

\_\_\_\_\_

### **Education**

Degree/Major

BA/BS or equivalent    MA/MS or equivalent    Ph.D. or equivalent

Institution

Location

Dates

Specialization

**Topics of Special Interest:**

Please describe your reasons for interest in participating in the training and your expectations from it:

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**Signature of Applicant**

This constitutes my application, I understand that it will be reviewed and applicants will be selected according to space availability as well as relevant professional experience, cross-sectoral and cross-regional balance. I certify that I shall be available for the full period of the training activity. I am in good mental and physical health, and do not have any ailments that hinder my attendance.

**Applicant's Signature**

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I certify that all the statements I have made in this application are true

Please tell us how you heard about the program

- World Bank             Official announcement             From Internet  
 Other (please specify)

**Application due date: March 5, 2002**

Early application is recommended. For additional copies, please feel free to duplicate this application.

To apply, please sign, then mail, fax or e-mail the completed application form to the contact persons below.

Mr Jeff Cheng/ Mr Woody Chen/ Ms Kathie Zhang  
Huai River Basin Pollution Control TA Project Office  
Anhui Provincial Construction Commission  
Huanchengnan Road No 28, Hefei City  
Tel: 0551 – 2657334 ext 2119  
Mobile 139 569 55008  
Mobile 13965015970  
Email:  
halcrow@mail.hf.ah.cn  
Hfshzhy@mail.hf.ah.cn  
ZhaoJ@halcrow.com.hk

The money could be wired to :

**Name of Bank:** Hefei Commercial Bank, Shou Chun Lu Branch

**Account No:** 2231012080115687

**Payee:** Huai River Basin Pollution Control, Anhui Project Management Office.

WB154559

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