



*An Information Guide
for CIMMYT Trainees*

**CENTRO INTERNACIONAL DE MEJORAMIENTO DE MAIZ Y TRIGO
INTERNATIONAL MAIZE AND WHEAT IMPROVEMENT CENTER**
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PREFACE

THE INTERNATIONAL MAIZE AND WHEAT IMPROVEMENT CENTER (CIMMYT¹) was established in its present form in 1966. It is an autonomous, non-profit, scientific and educational institution incorporated under Mexican law and governed by an international board of directors presently made up of distinguished citizens of nine countries.

The Center is an outgrowth of 20 years of successful collaboration between the Mexican Ministry of Agriculture and the Rockefeller Foundation in the improvement of basic food crops of Mexico. These two cooperating agencies initially established the Center in 1963, for the purpose of extending around the world some of the outstanding varieties of wheat and maize and improved production technology.

By early 1966, the demand for this type of material and for direct technical assistance had grown to a point where it seemed propitious to expand operations and technical staff and to seek additional sources of financial support. The Center was, therefore, restructured to permit the receipt of funds from all agencies interested in advancing its goals and to allow for expansion of its world-wide activities in an attempt to close the steadily widening food gap. It now operates as an independent international institution with the Government of Mexico providing the home base and participating as an important sponsor. Through its Ministry of Agriculture it is providing land, water and various facilities for cooperative research in the local agricultural research and educational institutions. The Government of Mexico is also extending special facilities of a fiscal nature which will provide CIMMYT with the necessary freedom of operation as a world-wide international institution of public service.

Major financial support for salaries and general local operations of the Center is being provided by the Ford and Rockefeller Foundations in the form of annual grants. In January 1969, the United States Agency for International Development made a substantial grant in support of the basic operations of the Center in Mexico and has become an important fourth sponsor.

¹ Commonly known as CIMMYT, the initials of its name in Spanish: Centro Internacional de Mejoramiento de Maíz y Trigo.

Objectives and Program

The primary purpose of CIMMYT is to assist interested countries in accelerating agricultural production. Major emphasis is on increasing yields of maize and wheat in tropical and semi-tropical regions where present yields are low and where these two crops can be efficiently grown for food or feed. Priorities are extended to those countries that need and request help. Activities are concentrated mainly on wheat and maize improvement, but work with other food crops is not excluded.

In the realization of its broad objectives CIMMYT:

- 1) Conducts and promotes research to develop new information, genetic materials, and practices as may be needed to bring about substantial increases in maize and wheat yields.
- 2) Assists national scientists in the identification and solution of technical problems tending to limit wheat and maize production, particularly those requiring indepth and inter-disciplinary research efforts. Special emphasis is placed on the solution of those problems which for biological or organizational reasons cannot be effectively handled by existing institutions.
- 3) Helps with the training of scientific personnel to serve national and regional research and production programs. CIMMYT makes a special effort to develop the kinds of agricultural scientists needed in the rapid acceleration of production.
- 4) Initiates and helps develop cooperative research efforts among scientists of different nations for the solution of regional problems. The Center serves as a hub for such activities, working either directly with interested nations or through regional mechanisms established by CIMMYT or other organizations.
- 5) Aids interested national governments in the application of research results through the development of well integrated production programs.
- 6) Collects, evaluates and disseminates biological materials and information. The Center serves as a reliable source of such materials and information, and provides a single point to which inquiries pertaining to the improvement of wheat and maize can be directed.
- 7) Sponsors relevant technical meetings as well as other activities which will stimulate cooperation among scientists.

FORWARD

The following information guide reflects the policies of the International Maize and Wheat Improvement Center toward In-Service Training, including specific guidelines for trainees. All incoming trainees will be sent this document as soon as they have been officially accepted by CIMMYT and will be expected to follow these guidelines in preparation for and throughout the training program. CIMMYT may amend the information guide at any time as a result of new policies or in the light of new experiences.

IN-SERVICE TRAINING AT CIMMYT

One of CIMMYT's primary objectives is the training of people at all levels for the purpose of accelerating maize and wheat production. One part of the total training effort is the In-Service Training Program where young potential agricultural scientists, with limited experience, will spend up to a year gaining practical experience in one of CIMMYT's programs. During his training at CIMMYT, the trainee will participate directly in all phases of ongoing research programs, in addition to learning the mechanics and the more practical aspects of maize or wheat production.

The In-Service Training Program follows a practical approach to wheat and maize improvement with emphasis placed on "learning by doing". In following a practical training approach, little time is spent in the classroom; instead, training consists of continuing discussions in the field with the scientists with whom the trainee is working. Some trainees find the hours long; but they soon learn that successes in crop improvement consist not only of good ideas; but also of considerable hard work.

The type of training carried on in Mexico is specially designed to prepare people to work in the type of program that CIMMYT is recommending to nations, serious about increasing maize and/or wheat production. Generally the areas of training include:

1. Wheat breeding, varietal testing and determination of agronomic practices.
2. Maize breeding, varietal testing and determination of agronomic practices.
3. Soil and Water management, including heavy emphasis on the determination of agronomic practices.
4. Communications - primarily devoted to the methodology and operational aspects of rapidly increasing yields in small scale agriculture.

Trainees, in addition to working closely with the research program, have the opportunity to take a brief look at commercial production as it is carried on in Mexico. For a period of time trainees may be placed on modern farms to become familiar with land preparation, fertilization,

planting and irrigation. This experience is in keeping with the training emphasis in both the wheat and maize programs of using research to solve production problems.

Although most of the In-Service training is carried on by the Center in Mexico, it will not be limited to this area. Some in-service trainees may be sent to other countries to work with competent scientists there or to countries where the CIMMYT staff provides leadership for research or production programs.

The CIMMYT staff attempts to maintain contact with all trainees after they return to their home countries. With but few exceptions trainees have returned to their home countries and have continued to work on wheat or maize research, extension or production. Some of those who have demonstrated outstanding ability, dedication, and organizational skills have subsequently received fellowships and are now studying for advanced degrees in foreign universities.

Starting Dates for the Respective Training Programs

The following starting dates are given as a general guidance for prospective CIMMYT Trainees. Generally the respective programs will follow these approximate starting dates, but they may vary from year to year due to changes in the program. Trainees should refer to their official letter of acceptance for the actual reporting date at the training site.

| <u>Program</u> | <u>Approximate Starting Date</u> |
|----------------|----------------------------------|
| Wheat | February 15th, or August 1st |
| Maize | January 15th |
| Soils | Dependent on the Program |
| Communications | February 1st |

CONDITIONS OF IN-SERVICE TRAINING FELLOWSHIPS

In-Service Training Fellowships are primarily granted to individuals working in countries that are cooperating with CIMMYT on maize

and/or wheat improvement. Fellowships are granted by many different agencies (i.e. Rockefeller Foundation, Ford Foundation, U.S.AID, and FAO) but all trainees come under the general regulations and requirements set by CIMMYT.

The period of training for most In-Service Trainees will be not less than six months and not more than one year. If for any reason a trainee cannot start his training on the date specified in his letter of acceptance he will generally be requested to wait until the next training session.

CIMMYT may at any time terminate a Training Fellowship if it is believed inadvisable for the trainee to continue in the program. Such reasons may include ill health, unsatisfactory performance, insufficient knowledge of English or Spanish and personality problems.

CIMMYT expects each trainee:

- a) To conduct himself at all times in a manner compatible with his status as a CIMMYT trainee and as a representative of his home country.
- b) to devote his full time to the training program and to participate actively in all phases of the work.
- c) to refrain from engaging in political, commercial or any other activity incompatible with his work program.
- d) to submit a final report as required by CIMMYT.
- e) to return to his home country when his training program is completed.

PREPARATION FOR THE TRAINING PROGRAM

Leave of Absence

It is the trainee's responsibility to make the necessary arrangements with his employing institution for a "leave of absence" for the duration of the training program.

Language Proficiency

All trainees must have an adequate knowledge of either En-

glish or Spanish to be accepted for the training program. The responsibility of assuring language proficiency rests with the sponsoring agency. Because of the relatively short length and intensity of the training program trainees must have adequate language proficiency before coming, as there will be no time for supplemental language training at CIMMYT.

Family and Dependents

CIMMYT trainees are strongly urged not to bring their immediate families with them to the training site. The monthly stipend rates are only sufficient to cover the normal living expenses of one person and no allowances of any kind are paid for dependents. Also trainees are required to travel frequently throughout the training program, which would make it very difficult or impossible for their dependents to accompany them.

The trainee's government or employing institution is expected to make such arrangements as may be appropriate to maintain his dependents while he is abroad. CIMMYT does not assume any responsibility for dependents .

Passports and Mexican Visas

Trainees should make all the necessary arrangements for their own passports well in advance of their date of departure. Arrangements for Mexican visas will be made by CIMMYT, with appropriate instructions being sent to each trainee prior to his departure. To make application for the Mexican visa, CIMMYT must have the trainee's full name, date and place of birth, and country of citizenship. Trainees should send this information to CIMMYT as soon as they have been officially accepted.

Trainees coming from countries where there is not a Mexican Consulate or Embassy will be required to stop en route (probably Los Angeles, New York, Paris or London) to pick up their visas. When this situation occurs it will be necessary for the trainee to obtain an entry visa for the United States, France or Great Britain prior to his departure. This matter should be worked out with the appropriate Embassy or Consulate in the trainee's own country.

Addresses of Mexican Embassies or Consulates:

New York: 8 E. 41st St.
New York

Paris: 9 Rue de Long Champ
Paris 16r

London: 8 Halkin St.
London S.W. 1

Los Angeles: 125 W. 4th St.
Los Angeles

UNDER NO CIRCUMSTANCES SHOULD A TRAINEE LEAVE HIS HOME COUNTRY UNTIL MEXICAN VISA INSTRUCTIONS HAVE BEEN RECEIVED BY HIM. If such instructions have not yet been received one week prior to the trainee's scheduled departure, he should cable CIMMYT headquarters requesting such information. CIMMYT will reimburse trainees for the cost of all visas required.

Health Requirements for Entry into Mexico

All trainees will be required to have a vaccination for smallpox (within the past three years) for entry into Mexico. In addition trainees from Africa and Asia (including the Middle East) will be required to have vaccinations for yellow fever and cholera. Proof of all vaccinations must be entered onto a World Health Organization (WHO) card by the doctor administering the injections; and the local public health agency must officially stamp the card to verify the vaccinations. Trainees must not leave their home countries until they have met all health requirements of the country where the training site is located.

What Clothing to bring to Mexico

Over ninety percent of the trainee's time (during work hours) will be spent in the field, so this gives a good indication as to the type of clothing most needed. Colored sport shirts and work slacks are the common field dress for most trainees. In addition tall work shoes (preferably waterproof) will be needed, especially in the rainy season. Trainees will need a heavy jacket and a warm sweater or two during the winter months when the temperature sometimes drops to freezing. Work must go on during the rainy season as well, so some type of raincoat will be essential.

TRAVEL

Travel to the Training Site

Travel costs and arrangements for travel, from the trainee's home to the airport of departure, will be the responsibility of the trainee; working through either his employing institution or the agency sponsoring his training fellowship. CIMMYT does not take any responsibility for ground transportation within the trainee's home country.

CIMMYT or the sponsoring agency will issue a prepaid round trip ticket (economy class), through a local airline, for travel from the airport closest to the trainee's home to the training site. It will be the trainee's responsibility to work out a suitable itinerary with the airline to insure his arrival in Mexico by the appropriate starting date. Trainees coming to Mexico, and living in countries where there is not a Mexican Consulate or Embassy, must allow sufficient time enroute (usually one full working day) to obtain their Mexican visa. (Note: When planning the itinerary, pay close attention to weekends and holidays when Consulates are closed.) When the trainee's itinerary has been confirmed, he should notify the training officer at CIMMYT of his actual arrival time and flight number, so that he will be met at the airport.

Trainees will be allowed US\$20 per day travel expenses for their travel to and from the training site. Trainees will only be paid for the time required to travel by the most direct route, plus required stopovers (generally a maximum of 3 days will be allowed).

Travel within Mexico

CIMMYT or the sponsoring agency will provide all transportation (as specified by the training program) that will be required during the trainee's stay in Mexico. In addition travel expenses at the rate of \$75 to \$ 100 pesos (US \$ 6 - 8.00) per day will be paid on overnight trips when the trainee is required to pay for lodging at two places for the same day (i.e. usually trainees rent a room or apartment by the month, therefore if they pay for a hotel room on an overnight trip they are eligible for per diem).

Travel from the Training Site to the Home Country

In the past CIMMYT has assisted trainees in arranging for "educational tours" while en route from the training center to their home countries, if such stopovers did not increase transportation costs. Through experience CIMMYT has found that such tours have limited educational value (in most cases) and that as the number of trainees increase, such tours become a heavy burden on the friends of CIMMYT with whom such visits are arranged. In the future CIMMYT will request that trainees travel directly to their home countries, with a maximum of two days travel expenses (US\$20/day) being allowed. An exception to this policy will be made when CIMMYT feels that it is necessary for a trainee(s) to stop en route to receive short term training or practical experience that is not available at the training site. Any personal sightseeing stopovers will be at the trainee's own expense. The sponsoring agency and the employing in-

stitution will be notified as to the departure date and the expected time of arrival of the trainee in his home country.

Trainees will be allowed 10 kilograms of accompanied excess baggage when returning from the training site to their home country (one way only). This allowance is made so that trainees can take seed and other materials with them on their return trip.

STIPENDS AND ALLOWANCES

Trainee Stipend

A stipend is not considered a salary payment, but an allowance for room, board and incidentals (including dental and minor medical expenses) paid while the trainee is participating in the training program. All CIMMYT trainees in Mexico are paid at the same monthly rate which is 3,750 pesos (US\$300). When the dormitory and cafeteria facilities have been completed at CIMMYT's new Headquarters at El Batan (near Chapin-go), stipend payments will be revised in line with living costs in the new facilities.

Book Allowance

CIMMYT does not have a book allowance for In-Service trainees. Some sponsoring agencies do make such an allowance available (i.e. FAO and AID) and in such cases it is the trainee's responsibility to work out this matter with the sponsoring organization. CIMMYT takes no responsibility either for providing a book allowance or for ordering books.

Medical Expenses

Trainees are expected to take care of routine medical expenses themselves, as provided for in the stipend payment. All trainees will be covered by medical insurance in the case of accidents or serious illness. This coverage may be supplied by either the sponsoring agency or CIMMYT. Only in cases where the sponsoring agency does not make such provisions, does CIMMYT supply medical insurance. Trainees included under their sponsoring agency's insurance plan (i.e. FAO or AID) should inquire as to the extent of coverage. Information on CIMMYT's group health insurance plan will be given to trainees upon their arrival at the training site. In the case of trainees covered by CIMMYT's health insurance, coverage terminates at the conclusion of the training program and no

medical claims will be allowed after the trainee leaves the training site. CIMMYT accepts no responsibility for medical hospitalization expenses exceeding the amount of the insurance coverage.

CIMMYT does not insure trainees against death or disability for any reason or take any responsibility for such cases. Should a trainee wish to make personal arrangements for additional medical or for life insurance during the period of the training program, he is free to do so at his own responsibility and expense. Also CIMMYT takes no responsibility for any type of dental work that might be required by a trainee.

Housing in Mexico

Most trainees live in boarding houses or apartments during their stay in Mexico. The training officer will assist in locating housing upon the trainee's arrival and upon subsequent changes in the location of the training site within Mexico. When CIMMYT's new headquarters are completed near Chapingo, trainees will be housed in a dormitory on the site.

REPORTS

CIMMYT requires that each trainee submit a final report on his activities before he leaves the training site. A copy of this report will be sent to the sponsoring agency and to the trainee's employing institution for their information. In the case of a group of trainees, training as a unit from one country, a longer combined report will be acceptable.

The final report is to be submitted in either English or Spanish and must be typewritten (CIMMYT will assist trainees by typing the final copy). The suggested length of the final report is between 5 and 10 pages. The following outline is suggested for the final report:

- a) Introduction and acknowledgements
- b) Summary of program activities and accomplishments
- c) Comments on the training program
- d) Conclusions and plans for the future, including the proposed type of program the trainee will follow after returning home.

Trainees desiring any additional information or having questions about the training program should address such inquiries to: Training Coordinator, CIMMYT, Apartado Postal 6-641, Londres 40, México 6, D.F. MEXICO.

NOTES

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