

IN-SERVICE TRAINEES' HANDBOOK

1971



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

**IN-SERVICE TRAINEES' HANDBOOK**

**CIMMYT - TRAINING OFFICE**

**JANUARY, 1971**

## 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.

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## INTRODUCTION

### Your training center, CIMMYT. A brief history. Objectives and programs.

The International Maize and Wheat Improvement Center is known world-wide as CIMMYT, the initials of its name in Spanish (Centro Internacional de Mejoramiento de Maíz y Trigo). CIMMYT 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 the 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.

Naturally, training is a very important part of CIMMYT's activities, as it would be impossible to attend the increasing volume of requests for technical aid directly. The number of trainees grows every year, and now they come from Africa, Asia, the Middle East, Europe, Central and South America. In this way the Center helps to satisfy the demand for technical staff and assures the diffusion of its work.

CIMMYT keeps up with the latest findings by working with other important institutions such as: Food and Agricultural Organization (FAO), the International Rice Research Institute (IRRI), Centro Internacional de Agricultura Tropical (CIAT), etc.

The main purpose of CIMMYT is to assist countries that need and request help to accelerate their maize and wheat production, always striving to increase low yields, especially in tropical and semitropical regions. To accomplish its general objective CIMMYT has a wide variety of activities:

- .. Research - on its own, and by promoting it in other nations, CIMMYT develops new techniques, genetic material and practices that will result in substantial increases in maize and wheat yields. Foreign research is encouraged to solve regional problems.
- .. Assistance - to interested governments, in the application of research results through a well organized production program. CIMMYT also helps scientists who wish to identify and solve technical problems that limit production.
- .. Information - CIMMYT provides a center where inquiries can be directed for a reliable interpretation or answer. Sponsoring important seminars, meetings and other activities that promote collaboration among scientists.
- .. Training - of personnel who work in national and regional research and production programs.

You are now a part of an international movement which hopes to close the hunger gap, with the help of farmers and technologists.

## ORIENTATION

Now that you have been accepted as an in-service trainee at CIMMYT.

Soon, you will arrive in Mexico to begin your training program. As an in-service trainee you will help in CIMMYT's program to accelerate maize and wheat production.

Your training program in maize or wheat improvement places the emphasis on learning by doing. Instead of spending most of your time in a classroom learning theory, your training will consist mainly of discussions, practice and experiments in the field. Hard work and intensive practice are your keys to success.

There will be an opportunity to see commercial farm production in Mexico; you may work on modern farms to become familiar with land preparation, fertilization, planting and irrigation. Some in-service trainees may be sent to other areas to work with competent scientists there.

### Conditions of in-service training fellowships.

In-service fellowships are granted by several agencies: Ford Foundation, Rockefeller Foundation, Agency for International Development (AID), the Interamerican Development Bank (IDB), United Nations Development Program (UNDP), Food and Agricultural Organization (FAO), etc., as well as CIMMYT, but all trainees come under the general regulations set by the CIMMYT.

Generally, the training period for in-service trainees will not be less than six months and not more than one year. Training will begin on the date determined by CIMMYT. Your official letter of acceptance shows clearly the starting date.

You are expected to conduct yourself as a good representative of your country and of CIMMYT. The following rules should be observed:

- a) Devote all your attention and time to the training program and to participate actively. Develop your sense of responsibility, initiative and judgement.
- b) Attend all practices and seminars. Absences may be investigated.
- c) Refrain from engaging in political, commercial or any other activity incompatible with your work.

- d) Submit a final report as required by CIMMYT.
- e) Return to your home country when your training program is completed.

Disregard of these rules may cause the termination of your fellowship.

CIMMYT's Training Office.

During your stay in Mexico your center of operation will be CIMMYT's Training Office. This office coordinates your training activities and seminars, it handles your stipend and allowances, orients and aids you at all times. Feel free to request any information or assistance you may need, as we are here to help you.

Driving cars or motor vehicles.

No foreign person can drive a car or motor vehicle in Mexico without a special permit from the Department of Transit. Trainees are not allowed to drive in Mexico, except in special cases (i. e. a tractor for training purposes). CIMMYT is not responsible for this act or its consequences, if any.

Identification card.

All trainees will be provided with a CIMMYT identification card after their arrival in Mexico. This card will bear your photograph and state you are in a CIMMYT training program.



## WHAT TO DO BEFORE YOU LEAVE YOUR COUNTRY

It is very important that you arrange the following before leaving your country:

### Leave of absence.

It is your responsibility to obtain a leave of absence from your employing institution. This leave should be for the entire duration of your training program.

### Language proficiency.

It is essential that you have an adequate knowledge either of English or Spanish to be accepted as a trainee; there will be no time during your training to provide supplementary language lessons. You should also be acquainted with technical terms related to wheat and maize production.

### Dependents.

In-service trainees are not to bring their families to Mexico. There are two main reasons for this decision:

a) The monthly stipend payment is sufficient to cover only your personal living expenses. There are no allowances paid for dependents.

b) Your training program requires frequent travel throughout your stay in Mexico, which makes it very difficult or impossible for your dependents to accompany you.

CIMMYT does not assume any responsibility for the maintenance of your dependents during your absence. Therefore, be sure that your employing institution will provide them with maintenance expenses for the entire duration of your training.

### Agreement.

You and your employer will have to sign an agreement form, provided by CIMMYT, assuring your position, receipt of salary during the training period, and that your employer will assist you, after you return, to obtain better results from your training.

### Passport and Mexican visa.

Have your passport in order, well in advance of your departure date for Mexico. The arrangements for Mexican visas will be done by CIMMYT.

As soon as the visa is authorized you will be advised where and when it can be picked up. Usually, it will be at the Mexican Embassy in your capital, but, if there is no Mexican representation in your country you will pick up the visa enroute to your training site. In any case, you will be instructed how you can receive your visa. In the event that you have to stop enroute be sure to request an entry visa for the United States, France or Great Britain, prior to your departure from your country.

Addresses of the Mexican Embassies or Consulates:

NEW YORK - 8 East 41st St.                      PARIS                      - 9 Rue de Long Champ  
LONDON                      - 8 Halkin St.                      LOS ANGELES - 125 West 4th St.

YOU SHOULD NOT LEAVE YOUR HOME COUNTRY IF THE INSTRUCTIONS OF WHERE AND WHEN TO PICK UP YOUR VISA HAVE NOT BEEN RECEIVED. In the event that you should not have received these instructions two weeks ahead of your scheduled departure, send a telegram to CIMMYT headquarters requesting them. All expenses for visas will be paid by your fellowship.

Vaccinations.

Aside the visa, you will need to be vaccinated for smallpox to enter Mexico. This vaccination should have been received within the past three years. If you come from Africa, Asia or the Middle East you will need to have vaccinations for yellow fever and cholera too. Proof of all vaccinations must be entered onto a World Health Organization (WHO) card by the doctor who administers them. The card must be officially stamped by the local health agency to verify the vaccinations. It is important that you receive these injections before leaving your country.

INFORMATION ON MEXICO

Clothing.

About ninety percent of your working time will be spent in the field. A hat, sport shirts and work slacks are the common field dress. Bring tall work shoes (preferably waterproof). For the winter months you will need a heavy jacket and a warm sweater, as the temperature can drop to freezing. Be sure to bring a raincoat.

Mailing address in Mexico.

Use CIMMYT's address to receive your mail while in Mexico:

Mr. \_\_\_\_\_  
c/o Training Office  
CIMMYT  
Apartado Postal 6-641  
Mexico 6, D.F., MEXICO

Once you have settled at your training site, you can use your own address if you want to.

For emergencies, you can leave behind this telegraphic address:

Mr. \_\_\_\_\_  
CENCIMMYT  
Mexico, D.F., MEXICO

Housing in Mexico.

All trainees will be housed at CIMMYT's new headquarters, at El Batan (near Chapingo), when the installations are completed, except when you have to be at other locations (such as Ciudad Obregón - wheat - or Poza Rica - maize).

El Batan will provide you with all the necessary commodities: dormitory, cafeteria, classrooms, laboratories, and experimental plots. This site is one hour from Mexico City.

TRAVEL, STIPENDS AND ALLOWANCES

International travel.

Your sponsoring agency will provide you with an international travel round trip ticket from your country to the training site. Transportation costs from your home to the airport where your trip will begin, are at your own expense.

Your trip will be the shortest route possible between your country and Mexico City. If you have to stop enroute to pick up the Mexican visa, depart for Mexico a few days earlier, to allow time for this procedure. Be sure to check on holidays and weekends, when all Consulates are closed.

As soon as you have confirmed the air space, cable as follows:

Training  
CENCIMMYT  
Mexico, D.F.

Arriving           (date) (airline) (flight number)          .

Your name

We will meet you at the airport.

At the conclusion of the training program, your return flight will be scheduled using the shortest route possible. If you need or want to make stopovers enroute to your country, they will be at your own expense, including airfare difference if the original routing is changed.

Travel within Mexico.

Transportation within Mexico is included in your program. If you need to make overnight trips you will be reimbursed the hotel bill, but not meals, if you have to pay for lodging at two places (i. e. usually trainees rent a room or apartment by the month).

Travel expenses.

Before leaving your country you will receive a travel advance which will cover your travel expenses enroute to Mexico, especially if you have to spend overnight at an intermediate point. Pay the visa costs from this advance. Be sure to keep all receipts. After arriving in Mexico, present a statement of expenses, and if there is any balance it will be returned to CIMMYT.

When returning to your country, you will be paid a maximum of two days travel expenses.

Maintenance payments.

A CIMMYT in-service trainee receives a fixed monthly rate, which allows you to cover room, board and incidentals (these last include dental and minor medical expenses). You will receive this payment during the actual period of training. When CIMMYT's new headquarters are completed, maintenance payments will be revised in line with living costs in the new installations.

Book allowance.

A book allowance will be provided as follows: US\$50.00 if your stay is less than six months, and US\$75.00 if you stay more than six months and less than a year. CIMMYT will provide books and some training material, the cost of which will be deducted from your book allowance. The remainder may be used to purchase CIMMYT-approved reference books.

Excess baggage.

When returning home you will be allowed to carry 10 kilograms (22 pounds) of accompanied excess baggage, one way only. This special allowance is made so that you can take back seed, books and other training materials.

Medical expenses.

As mentioned above, minor medical expenses and dental care will be paid from your maintenance payment. You will be covered under a group insurance for accidents and serious illness. Some sponsors have their own group insurance (FAO and AID). The other trainees will be covered under CIMMYT's group insurance plan, and will receive information on it after their arrival in Mexico. The insurance policy is valid only within Mexico, and it does not insure trainees against death or disability for any reason, nor will CIMMYT be held responsible for such cases.

## FINAL REPORT AND EVALUATION

### Report

CIMMYT requires a final report on your activities before leaving Mexico. A copy of this report will be sent to your sponsoring agency and to your employing institution.

The final report has to be either in English or in Spanish, and it must be typewritten (CIMMYT will assist you by typing the final copy). The length of this report should be between five and ten pages. The following outline is suggested for the final report:

- a) Introduction: Briefly compare the significant differences in climate, land use, farming methods and social conditions between your country (or area) and Mexico, as they affect maize or wheat production or breeding.
- b) Summary of Program Activities and Accomplishments: Include a brief description of your major activities (do not give an extensive account of travel or day by day work).

Describe what you believe to have been your most important accomplishments and/or skills and knowledge acquired.

Compare CIMMYT programs to conditions in your home country. Mention suggestions on how to improve these programs.

- c) Comments: Suggest changes that would make the training program more effective in preparing breeders or production agronomists.
- d) Conclusions and Future Plans: List briefly the factors limiting production, and/or net profit in your country. Indicate which changes should be made to eliminate these limitations. State what you are going to do to help make these changes.

### Evaluation

Your work and efforts will be evaluated by two or more staff members who have had contact with you at CIMMYT, a few weeks prior to your departure from Mexico. This report will evaluate your progress and final outcome, and indicate your potential and personal characteristics. It will also serve as a basis for evaluation letters requested by your sponsor, or official agencies. You will have an opportunity to review this report and discuss its

contents with a staff member, in this way there will be no doubts or misunderstandings about it. At the same time, during the interview you may expand your opinion on the training program, or add to the points of view already mentioned in the report. Your frankness and cooperation in this subject will be appreciated, as CIMMYT is anxious to improve its training program.

Diploma.

After the successful completion of the training program, and during a special ceremony, you will be presented a diploma as a certificate of your achievement. The diploma will include your name, field of training and its duration. It will be signed by two CIMMYT officials.

WHEN YOU RETURN TO YOUR HOME COUNTRY

After returning to your home country see your sponsor and your supervisor (employer) as soon as possible, they will be interested in learning about your training experiences, and plans for the future.

Also, we would like to inform you of the following:

- 1) CIMMYT will keep in touch with you periodically by mailing CIMMYT News and literature of interest, and by visits of our staff members, who will personally witness the progress of each trainee and see to what extent he has applied what he learned at CIMMYT.
- 2) Write to CIMMYT at any time you may need information or technical help, we will be delighted to help you to the best of our ability.
- 3) Not only CIMMYT, but your sponsor and employer will keep close contact to follow-up on your progress and to determine if you need help of further advanced studies.
- 4) Allow for a brief period of time during which you will settle once again within your environment, slowly applying your acquired knowledge. Never impose yourself, first be sure that you are understood and accepted.



