

Guatemala Work Plan

Country Implementation Work Plan,
Time Frame: August - December 2000

August 2000

1. Recruitment of National Project Coordinator (NPC)
2. Selection of five National Experts (three industrial sub-sectors specialists, two financial analysts) and submit them to CIG and UNEP/DTIE

September 2000

Preparatory activities to:

1. Project field mission (early October 2000). Purpose of the mission: assist in the training needs assessment; participate in the Junta and brief them on the project; define and revise as appropriate the short-term work plan; visit relevant manufacturers pre-selected by the NCPC/CIG; revise with the NPC and NCPC potential CP investment projects to be used in the interactive training.
2. Training needs assessment. Action: NPC and CIG, NCPC, EC

October 2000

1. Project field mission and Training needs assessment (see above)
2. Joint UNEP/UNIDO National Advisory Board
3. Recruitment of national experts (two financial and three sub-sector experts as required by the identified CP assessments and subsequent investment proposals);
4. Preparatory activities to the first mission of the "Interactive training on financial engineering" (see end of this document for more details) to be carried out by an international consultant (IC), tentatively in late November 2000 as follows:
 - Identification of appropriate training facilities (Action: CIG, NPC, supported by NCPC)
 - Communication between the IC and CIG/UNEP regarding the detailed time schedule of the first mission. The IC will suggest the content of the time schedule, but this will be adjusted according to local conditions. It is equally important to check when the facilities for the training will be available;
 - Identification of training participants; inform them on relevant training topics (Action: CIG, NPC, in consultation with NCPC and UNEP/DTIE).
 - Definition of the time schedule for visiting the companies where the selected projects are planned to take place (NPC, NCPC, IC, in consultation with UNEP/DTIE)
 - Preparation of the training course, adjusted to Guatemala (IC, assisted by the NPC and in consultation with UNEP/DTIE).
 - IC to receive documentation from Guatemala and read existing documentation of the projects.

November 2000

Second half: First Mission of the Inter active training on financial engineering.

December 2000

Report by the NPC to UNEP/DTIE and CIG on the first months of implementation.