

International Telecommunication Union

Geneva, 10 January 2001

Publication Notice

No. 300-01

TDG – Training Development Guidelines Edition 2001





Telephone: +41 22 730 61 41

Telefax: +41 22 730 51 94

E-mail: sales@itu.int

www.itu.int/publications

This publication is intended primarily as a guide for course developers and adaptors in their efforts to carry out, monitor and follow up a training development project in a systematic manner. The approach used in the TDG is based on a "systems approach model" which considers the organization as a system.

Date of publication:	January 2001				
Language:	English, French, Spanish				
Paper format:	About 350 pages – A4 (21 × 29.7 cm)				
Electronic format:	Word for Windows TM – Adobe Acrobat TM PDF				
Article number:	English: 18438 French: 18439 Spanish: 18440				
ISBN number:	English: 92-61-08711-6 French: 92-61-08712-4 Spanish: 92-61-08713-2				
Price in Swiss francs:	Catalogue Price: CHF 90.— Member States and Sector Members: -15% Least Developed Countries: -80%				
	Electronic Bookshop: CHF 90.— (No discount)				

TDG – Training Development Guidelines Edition 2001

The ITU Training Development Guidelines (TDG) were originally developed within the framework of the interregional United Nations Development Programme (UNDP)/ITU project CODEVTEL (**CO**urse **DEV**elopment in the field of **TEL**ecommunications).

Since its pilot project beginnings in the 1970s, CODEVTEL has evolved to become an on-going activity of the ITU/Telecommunication Development Bureau (BDT), supported by the regular budget of ITU since the 1982 Plenipotentiary Conference of Nairobi. At any one time, approximately 70 to 80 countries are participating in job-oriented course development, providing courses to be shared by other countries in ITU's International Sharing System (ISS) of Training Materials. The ISS databases of training materials are an important part of the ITU/BDT Information System, and are available in the Virtual Training Center (http://www.itu.int/VTC).

GENERAL CONDITIONS OF SALE

Prices

The prices quoted in Publication Notices, as well as in the ITU Catalogue of Publications and in the Lists of ITU-T and ITU-R Recommendations (distributed free of charge and visible on the ITU website at the following address: www.itu.int/publications) are in Swiss francs (CHF), and are subject to change without notice

Discounts of 15% are granted to Member States and Sector Members participating in the work of ITU. A discount of 80% of the catalogue price on all ITU publications is granted to Administrations of the Least Developed Countries (LDCs), as well as to libraries of educational institutions (for online subscriptions and CD-ROM publications only). Please note that the minimum price for a publication bought from the Electronic Bookshop is twenty Swiss francs (CHF 20.–) and that there is no discount via this service.

All additional information concerning CD-ROMs, online Recommendations and the ITU Electronic Bookshop can be found in the Catalogue of Publications and its associated Lists of ITU-R and ITU-T Recommendations.

Methods of payment

All publications ordered from ITU must be paid for in advance. Payments can be made:

- a) by credit card: American Express, Eurocard/Mastercard, Visa;
- b) by bank transfer to the UBS SA, Geneva, Account ITU Geneva, No. 240-C8765565.0;
- c) by cheque made payable to ITU;
- d) by international postal order;
- e) to the ITU postal cheque account: ITU Geneva, No. 12-50-3 (from within Switzerland);
- f) or by UNESCO coupon.

Payments normally should be made in Swiss francs (CHF). Payments may also be made in other currencies, freely convertible into CHF, provided that, when converted by the bank, the price of the service in CHF is covered. ITU does not accept Letters of Credit.

For faster order processing, we invite you to either pre-pay by credit card or take advantage of a new service by opening an ITU deposit account.

Forms of dispatch

The catalogue price includes the cost of dispatch by second-class mail or the means of carriage most advantageous to ITU. Dispatch can be requested in other forms: i.e. air mail (express and registered), EMS, Federal Express, TNT or diplomatic pouch. If one of these alternative methods is chosen, the dispatch cost will be added to the quote. Customs duties and other taxes or dues levied on imported goods are not borne by ITU. ITU accepts **no responsibility** for delay, loss or damage in shipment.

Return of publications

Where a publication found to be faulty is returned to ITU, the latter's responsibility shall be limited to replacement of the publication and payment of the costs arising from such replacement. Any publication returned to ITU as unwanted must reach it within two (2) months from the date of its dispatch to the customer, subject to ITU's prior agreement. A minimum charge of fifty Swiss francs (CHF 50.–) will normally be invoiced to the customer by ITU for return of the publication to stock.

In the case of electronic publications (CD-ROM and online), these general conditions shall apply, subject to the specific derogation provisions contained in the Licence Agreements. The placing of an order implies full acceptance of these general conditions of sale.

None of the provisions of these general conditions of sale shall be interpreted as constituting a derogation or renunciation of the privileges, immunities and facilities enjoyed by ITU in accordance with the international agreement applicable to it, in particular the Headquarters Agreement concluded with the Swiss Federal Council on 22 July 1971, as well as the Swiss law or any other relevant national legislation.

Please note that orders cannot be taken over the telephone. They should be sent by telefax or electronic mail. Article number: 18438 No. 300-01

TDG – Training Development Guidelines Edition 2001

Customer's billing address	(please PRINT or type)						
						_	
Name of the Company or Institution							
Division / Department		Name of Contact Person	on			Order form	
Street / Post Office Box						7	
City, State		ZIP / Post Code					
Country						-	
Phone number	Telefax number		Electronic	mail			
Preferred form of shipment	:	Customer's ship	ping add	lress (if dif	ferent from	above)	
Surface mail (free of charge)	Surface registered						
Airmail	Airmail registered	Name of the Company	ny or Institution				
EMS	TNT	Division / Department					
(Acc. #)	(Acc. #)	Street / Post Office Box					
Federal Express (Acc. #)	-	City, State, ZIP / Post Code Country					
Method of payment							
Cheque or money order of Swiss francs enclosed Bank transfer of				Swiss	francs S SA, Geneva		
Please charge	Swiss francs to my credit card account	American Express		Eurocard / Mas		□ Visa	
Card number		Expiry date Card-holder					
Please send me							
Article number	Publication title		Lang. code	Unit price	Quantity	Total CHF	
				prioc		<u> </u>	
I confirm this order							
Your order reference		Name of signatory					
Date	Signature						

Telefax: +41 22 730 51 94

E-mail: sales@itu.int

Please sign and return the completed Order Form to: