

- Collaborated with the African Development Bank (ADB) - a co-sponsor - in organising the Conference.
- Made comparative tables and graphics to ease the analysis of the responses of the countries to the questionnaire sent to participants concerning their public procurement system.
- 2. Assisted in the conduct of the Conference in Abidjan with the following:
 - Helped speakers to prepare the slides for the presentations.
 - Helped in the preparation of the material and general organisation before and after the Conference started.
- 3. Organised and performed the conference follow-up actions:
 - Analysed the responses of participants to the Conference Evaluation Form and drafted a report on the analysis.
 - Drafted the Executive Summary of the Conference.
 - Translated from English into French material to be distributed to participants.
 - Helped to prepare the final report of the Conference.
 - Prepared a mailing list of the participants with the help of the ADB.

(c) Technical publications:

1. Reviewed, revised and updated the Spanish version of Guide # 23 on "Improving Public Procurement Systems". This involved extensive editing of the Spanish text as well as juridical, bibliographical, and socio-economic research to make the 6-year-old document more contemporary and appropriate. I also reviewed and revised legal terms to improve the translation.
2. Translated the brochure of Video Training Packs in Import Management from English into Spanish.
3. Revised the Spanish version of Guide # 25 on "Procurement of Imported Inputs for Industry" and compared it to the original English version.
4. Revised the Spanish version of the Anti-Dumping Proceedings Guidelines for importers and exporter's Manual. (E.g. Legal terms and WTO acronyms) and compared it to the original English version.

(d) The Module # 5 on "Preparing the contract":

1. Undertook a supplementary assignment involving research and preparation of a draft training Module on *Preparing the Contract* in International Purchasing & Supply Management (IPSM). This Module is part of ITC's Modular Learning System in IPSM, currently under development. It consists of a comprehensive, modular and flexible computer-supported learning system capable of responding effectively to IPSM training needs in developing countries and economies in transition.
2. Drafted four Units for the module after-discussion with the Chief of the Section, revisions, and improvements.

(e) Technical products:

1. Completed researches on Internet to find the best websites related to the content of the Module # 5 on "Preparing a Contract" in order to elaborate and structure a bookmark (e.g. Legal Directories & Monitors; Seminars, Courses & Consultants; Legal International Organisations, Institutions, Councils, Centers, & Associations; Treaties & Conventions; the International Principles of International Trade Law; and the International Arbitration Rules) which would help the user to obtain further legal information on International Trade, and its legal framework.
2. Also prepared a bookmark on interesting public procurement information; and on the legal material related to electronic-business.