**Guidelines, Criteria and Procedures for undertaking ad hoc Training Programm within the RCA Programme**

1. **Criteria**

The following criteria should be taken into consideration in deciding on the selection of an ad hoc training proposal:

* Relevance to the RCA Vision and Mission
* Relevance to the RCA Strategic Priorities
* Potential of the requested ad hoc training in the specific technology to address the identified needs or priorities
* Potential to benefit the participating GPs through the adoption and application of the specific technology
* Potential to improve understanding, knowledge and skills related to the application of the specific technology and its sustainability
* No duplication of approved training activities under operational RCA projects.
* Potential to bridge gap between the existing and new RCA GPs

1. **Selection Procedure**

The RCARO will prepare an application form to be used for the ad hoc training proposals.

* GPs submit proposals for organizing training events using the application form.
* The RCARO will request the RCA PAC to review and evaluate the proposals against the agreed criteria.
* The RCARO may seek expert input as required on the technical assessment of the proposals.
* The RCARO will prepare a consolidated report with comments and recommendations on the proposals for review by the RCARO SAC.
* The proposals together with the SAC’s review and related documents will be presented to the National RCA Representatives (NRs) for their approval.

1. **Participation**

GPs will notify the RCARO of their interest in participating in the proposed event(s).

1. **Nomination**

Nominations should be submitted using the Nomination Form designated by the RCARO. Completed forms should be endorsed by the respective NRs and submitted to the RCARO by the agreed date.

1. **Implementation Roles and Responsibilities**

* LCC: A LCC will be nominated by the NR of the GP, which proposed the event. The LCC will be responsible for leading the event, preparing the prospectus, programme and other related documents including the training materials and any resource documents.
* RCARO & LCC: The RCARO & LCC will review the application forms for participation in the ad hoc training event and select the participants.
* RCARO: The RCARO will inform the successful applicants of their selection and make necessary administrative arrangements for the event; venue selection, recruiting lecturers, etc.