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## Information for National Participants in AIP Vocational Training Workshops

**Congratulations, you have been nominated to participate in the AIP Vocational Training workshop on:**

**Insert workshop name and date**

**Insert room and location**

e.g., National Agriculture Research Centre, Islamabad, Pakistan

**Note:** Workshops will typically be interactive and less lecture style.

<b>Participant Selection</b>	Participants are identified by members of the Vocational Training Workgroup. There will be emphasis on younger mid-level participants and ensuring there are women participants.
<b>Who receives support?</b>	Only pre-approved participants will receive support.
<b>Accommodation</b>	<p>Participants from outside Islamabad and Rawalpindi are provided with hotel accommodation. Room only is covered. Any additional costs are the responsibility of the participant.</p> <p>You will be informed as to your accommodation site. Options usually include:</p> <ul style="list-style-type: none"> <li>NARC guesthouse</li> <li>Ramada near NARC address and telephone #?</li> <li>Dreamland near NARC address and telephone #?</li> </ul>
<b>Venue</b>	<p>The usual venue for workshops will be:</p> <p><b>Change if needed</b></p> <p>PIASA (Pakistan Institute of Advanced Studies in Agriculture) at National Agriculture Research Center, Park Road, located near Rawal Lake, six kilometers southeast of Islamabad. Tel: +92-51-9255028 Website: <a href="http://www.parc.gov.pk/narc.html">http://www.parc.gov.pk/narc.html</a></p>
<b>Snacks and lunch during training</b>	<p>Snacks will be provided during coffee breaks on workshop days.</p> <p>Lunch will usually be provided during training days (although on some occasions a packed lunch may be provided or participants will have lunch at the NARC cafeteria).</p>
<b>Domestic Travel costs</b>	<p><b>For those coming from <u>outside</u> Islamabad or Rawalpindi</b> Bus, train, and private car are options for travel to Islamabad. Participants will be reimbursed for preapproved and agreed costs based on submission of official receipts. Please plan to arrive the night before the first day of the workshop and <b>keep your travel receipts in order to obtain reimbursement.</b></p> <p><b>For those coming from <u>Islamabad</u> or Rawalpindi</b> Such travel costs are to be covered by the Per diem provided.</p>



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**Per Diem Allowances**

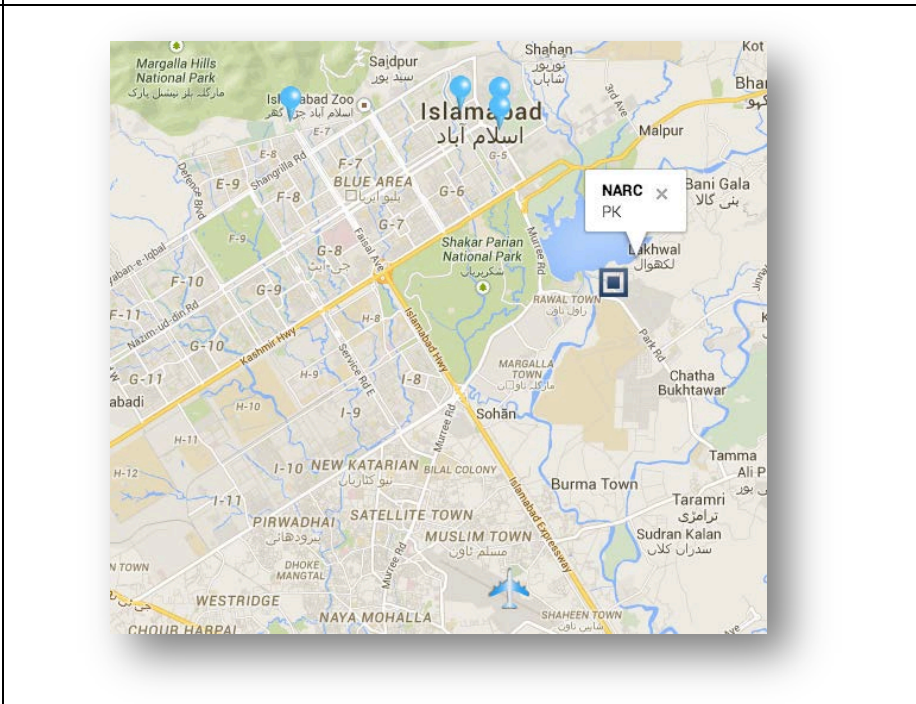
**For those coming from outside Islamabad or Rawalpindi** Per diems are all based on pre-approved travel and workshop schedules. The Per Diem allowance (which excludes accommodation & breakfast, as this will be paid directly by AIP) is as follows:

- Travel days. The equivalent of \$12.50 per travel day in Pakistan Rupees (Rs). Note: Per Diem will be paid only upon presentation of the incoming boarding passes or travel documents.  
*Ayesha, is this consistent with AIP guidelines?*
- Workshop days. The equivalent in Pakistan Rupees (Rs) of \$25 per day for each workshop day.  
*Ayesha, is this consistent with AIP guidelines or should this be less if lunch and breakfast are provided?*

**For those coming from Islamabad or Rawalpindi**  
The Per Diem allowance is as follows:

- Workshop days. The equivalent in national currency of \$25 per day Pakistan Rupees (Rs) for each days training.  
*Ayesha, is this consistent with AIP guidelines or should this be less if lunch and breakfast are provided?*

**Map showing NARC location**



**For any questions or additional information**

Contact Ayesha Arif: [aarif@ucdavis.edu](mailto:aarif@ucdavis.edu)