



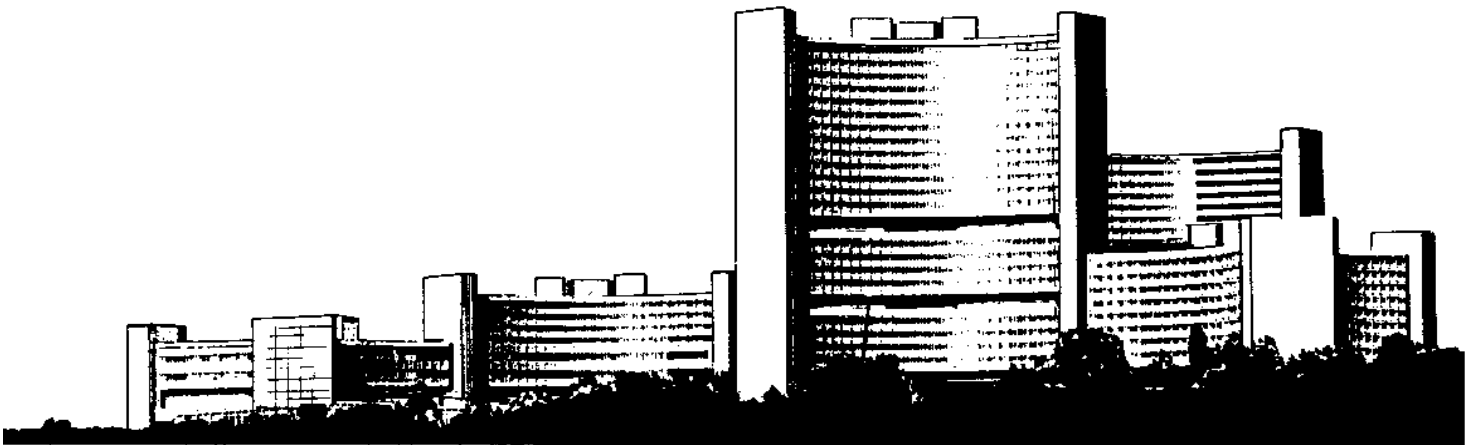
**UNITED NATIONS INDUSTRIAL DEVELOPMENT ORGANIZATION
Vienna, AUSTRIA**

**COMFAR *III Expert*
for Windows**

**Methodology Refresher Course
Vienna, 31 October-01 November 2002**

**Basic Training Workshop
Vienna, 4-8 November 2002**

**Advanced Training Workshop
Vienna, 11-15 November 2002**



1. Introduction

COMFAR *III Expert* workshops will be conducted in English. The Methodology Refresher course lasts two days (Thursday and Friday), the Basic, as well as the Advanced COMFAR workshops last one week, Monday to Friday, from 9:00 a.m. to 12:30 p.m. and from 2:00 p.m. to 5:00 p.m.. Arrangement of subjects and timing will be adjusted to meet the specific needs of the participants. Organization of each of the three consecutive workshops is dependent on registration of a minimum of ten participants.

2. Objectives: COMFAR *III Expert* workshops

- ?? understand the basic and advanced features of COMFAR *III Expert* for Windows
- ?? analyze selected cases and practice the design of individual data input structures
- ?? learn the use of special features, such as consideration of inflation, cost centres, cost allocation, etc.
- ?? learn how to use the various analysis tools, such as sensitivity, break-even, modified internal rate of return, short net present value, etc.
- ?? discuss practical application of the software with colleagues and UNIDO COMFAR experts
- ?? exchange experiences and improve understanding of financial and economic project analysis and appraisal

3. Objectives: Methodology Refresher course

- ?? refresh understanding of the concepts for project appraisal to be applied during the Basic workshop. The workshop will focus on the UNIDO methodology outlined in the *Manual for the Preparation of Industrial Feasibility Studies*

4. Participants: Basic COMFAR workshop

The basic COMFAR *III Expert* workshop is especially designed for:

- ?? practitioners of financial and economic analysis
- ?? clients who (recently) purchased COMFAR *III Expert* or COMFAR *III Business Planner*
- ?? COMFAR *III Mini Expert* users interested in obtaining the upgrade to COMFAR *III Expert*
- ?? potential clients of COMFAR *III* software

5. Basic COMFAR workshop

- ?? presentation of the graphical user interface and introduction to the functions of the menu bar, data input (case study) and discussion of the various input options (e.g. joint venture and expansion/rehabilitation projects, cost centres and cost allocation, inflation and escalation)
- ?? project planning horizon and time structure, definition of products, beginning and end of production, nominal capacities, sales programme and production model
- ?? currencies and exchange rates and discounting methods
- ?? definition of fixed investment costs, production costs and working capital requirements and discussion of the standard cost and cost adjustment concept of COMFAR *III Expert*
- ?? analysis of finance required and definition of the structure and conditions of finance (equity and long- and short term loan capital), income tax (tax conditions) and profit distribution
- ?? starting balance and building-up inventories during construction
- ?? financial analysis (schedules and charts) including cash flow for financial planning and discounted cash flows, internal rate of return (IRR), net present value (NPV), dynamic payback, etc
- ?? analysis of the net income statement, break-even analysis (schedules and charts) and ratios
- ?? sensitivity analysis features and parametric analysis
- ?? brief presentation of the overall activities of the Industrial Promotion and Technology Branch and individual meetings with UNIDO officers arranged on request

6. Participants: Advanced COMFAR workshop

The Advanced COMFAR *III Expert* workshop will cover those features of COMFAR, that assist analysts in the complex fields of project analysis and appraisal. Participants in the Advanced COMFAR workshop should, as a prerequisite, have completed either the basic COMFAR training organized by UNIDO or have an in-depth working experience of COMFAR *III Expert*.

7. Advanced COMFAR Workshop:

Depending on the preference of participants, the workshop will address:

- ?? basic features of COMFAR (review)
- ?? direct costing, cost/profit centres
- ?? economic cost-benefit analysis
- ?? expansion, rehabilitation and reconstruction projects
- ?? net foreign exchange effects
- ?? analysis using current prices (inflation and price escalation)
- ?? leverage and leverage associated risks
- ?? sensitivity analysis features of COMFAR and parametric analysis
- ?? graphical comparison of project
- ?? brief presentation of the overall activities of the Industrial Promotion and Technology Branch and individual meetings with UNIDO officers arranged on request

8. Registration and cost

?? **As participation in each workshop is limited to 16 persons, please reserve your place as soon as possible.** Normally two participants share one PC. If you prefer to use your own laptop and work individually, please feel free to do so. Payments should be made immediately upon your receipt of the invoice by:

?? Bank transfer to UNIDO's US\$ account no: IBAN AT45 1100 0012 7006 6200, with the CREDITANSTALT-AG, BIC: CABVATWW, Schottengasse 6, A-1011 Vienna, Austria

?? Credit Card (EUROCARD/MASTERCARD or VISA), with the name and address of the cardholder (the same address given to the credit institute), 16 digit number and expiration date of the credit card. If the invoice amount exceeds US\$ 2000.-, please include the private address, passport number and card holder's nationality.

?? Please note that **travel, hotel reservations and meals are not included in the registration fee and have to be arranged by participants.** The contact address of the Austrian National Travel Agency at UNIDO Headquarters and a short list of the closest hotels will be forwarded with your registration.

?? **All participants are cordially invited to a typical Viennese restaurant at the beginning of the Basic and Advanced workshops.**

Cancellations received before **21 October 2002** will be reimbursed subject to a deduction of 15 per cent of the total fee. No reimbursements will be possible after this date.

Registration Form

If you are interested in attending the COMFAR Workshops, please complete and return this form to UNIDO at the **LATEST by 01 October 2002**. Registration is also possible on the COMFAR Internet Homepage <http://www.unido.org/comfar>. Please note that your participation in the workshop(s) will only be confirmed after receipt of payment. In case an entry visa to Austria is required, please contact your local travel agent or the Austrian Embassy or Consulate in your country directly. Should you have any difficulties, UNIDO will send you an official invitation letter to assist you in the process of obtaining the entry visa to Austria from the Austrian Embassy or Consulate in your country. However, UNIDO will only be in the position to issue an official invitation letter for your entry visa after receipt of payment of the workshop fee.

- I would like to participate in the Methodology Refresher workshop, to be held in Vienna from 31 October-01 November 2002 (fee: US\$ 500).
- I would like to participate in the Basic Training workshop on COMFAR *III Expert*, to be held in Vienna from 4-8 November 2002 (fee: US\$ 1500).
- I would like to participate in the Advanced Training workshop on COMFAR *III Expert*, to be held in Vienna from 11-15 November 2002 (fee: US\$ 1500).
- I would like to participate in the Basic and Advanced Training workshop on COMFAR *III Expert*, from 4-15 November 2002 (special reduced workshop fee: US\$ 2500).
- I cannot attend this workshop, but would be interested in participating in a future workshop on COMFAR *III Expert* on (please insert date) _____
- .
- Since I have not purchased COMFAR *III* software so far, I would like to take this opportunity to benefit from a special discount from the regular fee for workshop participants.

Mr. Ms. Family Name: _____ First Name: _____

Organization: _____ Profession: _____

Address: _____

Postal code: _____ City: _____ Country: _____

Tel.: _____ Fax: _____ E-mail: _____

<u>Level of experience with</u>	None	Medium	Advanced
WINDOWS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
COMFAR <i>III Expert</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Education / Activities:</u>	<input type="checkbox"/> Economics	<input type="checkbox"/> Finance	<input type="checkbox"/> Management
	<input type="checkbox"/> Other : _____		

Date: _____ Signature: _____

For further information, please contact:

UNIDO, PTC/IPT/COMFAR
P.O. Box 300, A-1400 Vienna, Austria
Telephone: (43-1) 26026 ext. 3855, 4066, 3877 or 3840
Facsimile: (43-1) 26026 6807
E-mail: comfar@unido.org
Web: <http://www.unido.org/comfar>

