

FOREWORD

Ministers of Education at the Eighth Commonwealth Education Conference recommended that the Commonwealth Secretariat should organise some of its meetings of experts in such a way as to enable them to prepare handbooks, training manuals and other educational publications as a contribution to various forms of national development.

This handbook is one of a series arising from those recommendations. It began as a working paper prepared by Mr C. S. Morris of the Department of Typography and Graphic Communication at Reading University for a regional meeting of experts on teacher support services. The meeting, which took place at the Auckland Secondary Teachers College in 1982, was held under the auspices of the Commonwealth Secretariat and with the support of the New Zealand Department of Education. The group which revised the working paper in the light of their experience and of the conditions in their countries comprised: Mr T. W. George (The Gambia), Mr Tsang Kwok-keung (Hong Kong), Mr Norman Nathan (a CFTC expert working in Mauritius), Mr Sefalu Ioane (the Director of the Pacific Islanders Educational Resource Centre in Auckland), Mr Colin Smith (New Zealand), and Mr Colin Roberts (Vanuatu).

They were assisted in their task by written comments on the working paper submitted by Fiji, Papua New Guinea, the Intermediate Technology Development Group (Britain), and the British Council. Subsequently, the draft prepared in Auckland was further revised by Mr Morris and now appears as the present handbook. In addition, an account of the origin and development of the Book Production and Material Resources Unit of The Gambia Ministry of Education has been included as an appendix which it is hoped will be a source of encouragement to small states with limited resources.

We offer the present handbook in the hope that it will prove useful to all those departments of government, non-government

organisations and private businesses that are seeking to add a publishing and printing capability to their existing office facilities. It is particularly our hope that it will assist departments and organisations throughout the Commonwealth which, despite limited resources, are determined to make at least a modest beginning in this important field.

We wish to record our appreciation of the efforts of all those who have contributed to the preparation of this handbook.

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