e. Packing, shipping, insurance on personal effects
f. etc.

4. Liaison within AID
   a. Contacts within AID for gathering needed information.
   b. Designing, with campus coordinator, and arranging
      Team Leader pre-departure training in AID/Washington.
   c. Setting up appointments for specific contractor
      orientation in AID/W, IBRD, UNDP, etc.

5. Supervising preparation of special training materials first
   among which should be a pre-departure training manual for
   contractor employees.

6. A point of contact for counseling with university representatives
   developing pre-departure training programs.

7. Counseling on language requirements and training.

8. Arrange for AID participation and/or participate in specific
   orientation programs at university campuses when called for.