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1. Introduction

The National Institute for Educational Training sticks to achieving its goals that it was established for according to the Ministry's of Education and Higher Education trends in terms of improving educational staff capacities in all levels. In reference to this theme -and according to the trends of the five year plan– including its branches that have to deal with the management and quality, the NIET's plan for year 2011 reflects the comprehensive of its role especially due to the new responsibilities dealing with qualifying teachers according to the strategy of qualifying teachers. A strategy for training administrative employees has been developed according to special study linked the training needs to the job description under joint efforts from all related directories in the ministry.

Some significant experiences have been achieved to NIET during past years in terms of training principals and administrative staff. Plan of year 2012 is not only based on what has been achieved but also came to create long-term training programs through specialized professional diploma which includes different fields of work pillars in the education system. Thus, the interest in raising the administrative performance has been integrated with the interest in improving employees' capacities in specialized technical fields which have never been taken in consideration by the programs' designers.

By looking to all axes in the plan, we can easily recognize its reality and comprehensiveness as well as its interest in partnership and integration with the general directories in the ministry. Moreover, we can sense using the experiences in NIET for the benefit of networking with many associations locally and internationally.

We hope that such a plan will be considered as one of the outstanding efforts resources that the ministry did to develop the educational status and improve the educational process. Also, we hope that the plan reflects the real needs of the workers staff in the directories since the plan focuses on the training specialized field. All of this came as a result for: the ministry's strategic plan, meeting the ministry's staff needs, the special strategic activities of the five year plan since the improvement of the performance quality depends on improvement of education and learning.

What we care about is not just focusing on training in the plan since taking care of: studies, activation resources, networking and developing NIET's facilities are important pillars in work during year 2012 side by side with activation MIS Training system that is considering special mark in documentation training data to complete the work with Administrative Affairs System and other MIS Systems.

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Director General of National Institute for Educational Training

2. The strategic activities for NIET in year 2012

The NIET's strategic activities were derived from the strategic plan of the ministry which includes general goals, aims, outputs and procedures to achieve results and outputs in fields of: improving the abilities of employees in field of planning and management, Improve the Capacities of Teachers of Classes (1-4), Support the Policies at the Ministry and Offering the Useful Dataand Outstanding Indicators, Special Professional Diploma, Contact the National, Regional and International Associations, Improve Capacities of NIET's Staff, and Use the Computer Techniques in Establishing MIS.

First: Improve the Administrative Employees' Capacities in Field of Planning and management.

General Goal	Improve the abilities of employees in field of planning, management, using financial and administrative systems.
Target	Improve the quality of education
Outputs	- Improve the abilities of employees in field of management and leadership and all its aspects. - Develop the data systems and data bases that are related to the training management.
Procedures	- Indicate the computer skills that are related to each profession in the ministry. - Set quality standards to be a base to establish the training programs and to be indicator to the improvement and assessment process. - Use e-training or blended learning. - Contact the local, regional and international universities and institutions to get benefit from their experiences. - Get connected with database of the ministry's staff. - Conduct training programs that suit the profession tasks and training needs. Also, such programs must suit the technical and administrative levels. - Offer the opportunity to the ministry's staff to be trained in Palestine or abroad.

Second: Improve the Capacities of Teachers of Classes (1-4)

General Goal	- Qualify the teachers in the basic education level (academically and professionally)
Target	- Improve the quality of education and learning
Outputs	- Improve and enrich the education staff's qualifications. - Conduct the requirements of qualifying teachers' strategy.

Procedures	- Establish educational qualifying program in cooperation with local and regional institutions according to quality standards. - Use modern systems in case of following up implementation of applied education program. - Use the e-training or blended learning.

Third: Support the Policies at the Ministry and Offering the Useful Data and Outstanding Indicators

General Goal	- Offer the decision makers with indicators that helping them in setting polices to improve the quality.
Target	- Develop the quality and management
Outputs	- Review and modify the organizational structure of NIET. - Modify the systems, regulations, tasks, and job description.
Procedures	- Offer feedback about direct and indirect impact of training continuously. - Conduct researches, studies and action researches - Develop educational standards for the education system. - Hold conferences, educational discussing meetings and core groups….etc.

Fourth: Special Professional Diploma

General Goal	- Develop the training programs to be specialized professional diploma in the following majors: administrative leadership, special education and libraries.
Target	- Improve the quality of education and learning.
Outputs	- Improve and enrich the education staff's competencies. - Achieve professional development in all fields for all employees.
Procedures	- Set cooperation with the related general directories. - Develop specialized professional diploma. - Cooperate with the universities and institutions that are specialized in diploma programs to set the programs of diploma according to the standards of (AQAQ). - Rewording the trainees with diploma certificate which will help them to develop their career inside the school.

Fifth: Contact the National, Regional and International Associations

General Goal	- Conducting joint programs with qualified institutions that have experience in developing human capacities through contacting local and regional institutions.
Target	- Improve quality and management
Outputs	- Develop the program of qualifying teachers for the primary stage (for the classes from 1 to 4). - Improve and enrich the education staff's qualifications - Achieve professional development for the teachers and administrative employees through training and exchanging experiences.
Procedures	- Set Cooperation with related institutions in field of finding areas of matching through exchangeable visits. - To recognize the joint points between NIET and other institutions either humanitarian or material - Indicate the framework in a way fit the vision of the ministry as well as the strategies of training in NIET. - Exchange the experiences either through work meetings, exchange visits or adopt some programs that are related to some institutions that conduct training in cooperation with NIET. - Set comprehensive partnership in constructing the training programs in all its aspects starting with the planning and assessment stage till the implementation stage. - Analyze strengthen and weakness points in the internal nature of contacting as well as the opportunities and threatens outside the contacting nature. - To advertise the training programs of NIET inside and outside the ministry. - Enlarge the NIET's activities to cover other national institutions.

Sixth: Improve the Material and Humanitarian Capacities of NIET's Staff

General goal	- Improve infra structure and abilities of NIET's staff technically and administratively.
Target	- Improve the quality and management.
Outputs	- Improve the quality and quantity of training and researches - Improve the level of qualifications for the employees in all levels at NIET. - Computerize the library. - Document all the resources and sources (either Arabic or English) - Computerize the financial and administrative system.
Procedures	- Exchange the experiences with Queen Rania Institute and Alqasmy Academy and other national and international institutions. - Find financial system for NIET.

	- Develop NIET website. - Establish computerized data system for NIET. - Improve the whole material resources. - Establish and enlarge NIET. - Improve NIET's staff professionally in both sides technically and administratively. - Update the special systems and techniques related to the blended learning and remote training.

Seventh: Use the Computer Techniques in Establishing MIS

General Goal	- Increase awareness of employment the new techniques in the administrative and financial work in the ministry for the advantage of MIS.
Target	- Improve quality and management
Outputs	- Applied interface for the computerized system on NIET's website. - Manage the daily tasks of NIET in a modern way that suits the other branches that are related to NIET outside Ramallah. - Adopt computerized data system which enables analyzing and classifying data. - Integrate the NIET's systems with the administrative and financial systems of the ministry. - Simplicity of documenting data as needed.
Procedures	- Document the training data on the computerized system - Hold workshop to introduce MIS for the related directories - Train NIET's staff and others on how to use MIS - Improve the e-learning and MODEL system.

General Goals:

➢ Improve the Administrative Employees' Capacities in Field of Planning, management, using financial and administrative systems.

➢ Qualify the teachers in the basic education level (academically and professionally)

➢ Offer the decision makers with indicators that helping them in setting polices to improve the quality.

➢ Develop the training programs to be specialized professional diploma in the following majors: administrative leadership, special education and libraries.

➢ Conducting joint programs with qualified institutions that have experience in developing human capacities through contacting local and regional institutions.

➢ Improve abilities of NIET's staff technically and administratively.

➢ Increase awareness of employment the new techniques in the administrative and financial work in the ministry for the advantage of MIS.

➢ Use the blended learning in training.

The Special Goals and Outputs

First Goal: to improve the skills of leadership for 150 principals through the School Leadership program by the end of 2012

Output 1:40 principals from the ideal schools network within the School Leadership program are fully trained.
Output 2: 60 principals who are within the School Leadership program are fully trained.
Output 3: : 50 principals who are within the School Leadership program are fully trained

Second Goal:develop administrative and technical skills as well as the abilities for the directors general, heads of directories and their vices, and heads of divisions by the end of 2012.

Output 1: 22 directors general and their representatives participate in setting polices in the ministry.
Output 2: 22 directors general and their representatives are now able to manage teamwork in their directories effectively.
Output 3: 22 directors general and their representatives are having now communication and networking skills.
Output 4: 22 directors general and their representatives are now able to control human resources in their directories effectively.
Output 5: 25 directors general and their representatives are now able to control projects in their directories effectively.
Output 6: 25 directors general and their representatives are having now speaking skills in English language.
Output 7: 25 directors general and their representatives are now able to control financial resources in their directories effectively.
Output 8: 25 head of directories are now able to evaluate their employees' performance based on clear standards.
Output 9: 50 head of divisions are now able to control teamwork in their departments effectively.
Output 10: 50 head of divisions are now able to evaluate their employees' performance based on clear standards.
Output 11: 50 head of divisions are now able to set development plans for their departments.
Output 12:25 head of divisions are now able to manage projects.
Output 13:50 head of divisions are now manage their departments effectively.
Output 14: 18 head of divisions are now having speaking skills in English Language.

Third Goal: develop administrative and technical skills and abilities for the head sections by the end of 2012.

Output 1: 25 heads of departments are now able to build and manage teams at work.
Output2: 50 heads of departments are now able to build action researches for their departments.
Output 3: 25 heads of departments are now able to conduct, follow up and evaluate projects.
Output 4:25 heads of departments are now able to manage data effectively.
Output 5:50 heads of departments are now able to evaluate their employees' performance based on clear standards.
Output 6: 25 heads of departments are now having training skills.

Output 7: 25 heads of departments are now having creative abilities and skills in media and public relations.

Fourth Goal: develop administrative and technical skills as well as the abilities for the administrative employees and secretaries in the ministryby the end of 2012.

Output 1:75 administrative employees are now having skills in public relations and protocol.
Output 2: 50 administrative employees are now able to fulfill the formal correspondences clearly.
Output 3:75 administrative employees are now able to document their folders and archive correctly.
Output 4:50 administrative employees are now having skills of communication and networking.
Output 5: 20 administrative employees in the ministry are now able to analyze financial data and computerizing them.
Output 6: 20 administrative employees in the ministry are now able to analyze statistic data and providing them to decision makers.
Output 7: 20 administrative employees in the ministry are now able to document the folders electronically.
Output 8: 20 administrative employees in the ministry are now able to write report based on computer programs' results.
Output 9: 20 administrative employees in the ministry are now able to run and use windows 7 and other related programs.
Output 10: 25librarians are now able to use MOODLE environment in blended education.
Output 11:60employees in the ministry are able to use computer easily
Output 12: 60 employees from local and international institutions are able to use MOODLEenvironment in blended education
Output 13: 80 supervisors and teachers have been trained on networks and computers' maintenance for 30 training hours.
Output 14: 40 supervisors and computer technician have been trained on designing internet pages for 30 training hours

Fifth Goal: develop the abilities and skills of NIET's staff by the end of 2012

Output 1:20 employees in NIET are fully skilled related to their training needs.
Output 2:20 discussion meetings were held to motivate professional development.

Sixth Goal: achieve the professional development for the supervisors of collaborative education by the end of 2012

Output 1:21 training materials are ready.
Output 2:20 trainers from the collaborative education have finished the theoretical and practical training.
Output 3:20 employees from the special education are ready to use MOODLE in blended education.
Output 4: 18 field visits were conducted
Output 5:6 evaluation sessions were conducted during the program**.**
Output 6:6 folders contain of reports and researches for the diploma students.

Seventh Goal: qualifying teachers (classes 1-4)by the end of 2012

Output 1: 5 accredited qualifying programs are ready to be implemented by the participated universities in the project.
Output 2: 4 workshops for discussing the suggested programs and carrying out techniques were conducted.
Output 3: 12 field visits to the universities and schools which the training will be holding in have conducted.
Output 4: there are 300 qualified teacher for the classes from (1 - 4).
Output 5: the final report for the first phase from the project is ready.

Eighth Goal: qualify teachers and trainers in field of teaching techniques that help e-learning for classes from 5 to 9 by the end of 2012

Output 1:90 trainers have the training skills in e-learning field.
Output 2:200 teachers are trained to design e-learning techniques.

Ninth Goal:have active schools based on the self-improvement and active school standards by the end of 2012

Output 1:24 teachers are qualified according to the training needs.
Output 2:the participant schools are equipped with the needed sources.
Output 3: the evaluation report is ready.

Tenth Goal: prepare and develop training materials in different fields by the end of year 2012

Output 1:50trainng materials are ready by NIET and saved as soft and hard copy.

Eleventh Goal: listing the sources and resources that were brought form the Ministry's library by the end of year 2012

Output 1:7500 sources, references and magazines are computerized and ready to be borrowed.
Output 2:information resources are computerized in the new system of the library.

Twelfth Goal: enrich the sources and resources center with the new books that serve the training programs at NIET by the end of 2012

Output 1:studies, researches and specialized magazines are available in the library
Output 2:new books related to training and diploma programs are available in the library.
Output 3:new websites for international libraries are available in the computerized system of the library.

Thirteenth Goal:activate the NIET's library all over the ministry, trainers and researchers by the end of 2012

Output 1:action plan to activate the NIET's library by the end of second week of January/2012.
Output 2:brochures for the library spread to all the General Directories in the Ministry by the end of the January/ 2012.
Output 3:modern services in field of library services offered to NIET's staff, Ministry staff, trainees and researchers**.**

Fourteenth Goal:improve skills for 20 programmer form the ministry and directories

about how to use graphic designing, programming, and data base during the year 2012.

Output 1:20 programmers have trained on graphic designing programs for 30 training hours.
Output 2:20 programmers have trained on data base programs for 30 training hours.

Fifteenth Goal: **use the computer techniques for the benefit of building computerizing data system (MIS).**

Output 1: authorized the MIS system that enables auditing and classifying data.
Output 2: the NIET's systems are integrated with the ministry's systems.

Sixteenth Goal: evaluate the training through all stages by the end of 2012

Output 1:50 training courses were evaluated.

Seventeenth Goal: conduct studies that serve the quality of training and professional development in NIET by the end of 2012

Output 1:6 research studies were conducted
Output 2:taking part in three national and international conferences

Eighteenth Goal: generalize the culture of scientific research related to school and its elements by the end of 2012

Output 1:educational conference was held at the end of May to discuss the effectiveness of school elements.
Output 2:educational conference was held to present successfulexperiences of the principals of MSN program.

Nineteenth Goal: contacting national and international associations by the end of 2012

Output 1:6national and international associations have been contacted to support the programs and plans of NIET.
Output 2:6 joint programs have been developed with these associations, they are:
- Qualifying teachers (classes 1-4) with (ABU) in addition to the templates and reports.
- Training program concerning e-learning in cooperation with continuing education including training materials, reports….etc.
- Program of exchanging material and human experiences with The Palestinian Central Bureau of Statistics.
- Program of school leadership and learning with Queen Rania Academy.
- Program of qualifying teachers for classes from (5-7) with Al-Qasmy Academy
- Program of Special Professional Diploma Program in cooperation with Al-Quds Open University.

Twentieth Goal: improve the facilities and equipments of NIET by the ends

Output 1: translation and visual equipments and new voice equipment.
Output 2:new store for NIET.

Twentieth First Goal: develop regulations and systems by the end of 2012

Output 1: new modern financial system suits the used systems.
Output 2:special system for using and renting facilities.

Twentieth Second Goal: taking part in programs and committees inside and outside the

ministry by the end of 2012
Output 1:6-7 from the NIET's representatives are participated in specializedcommittees in the Ministry. **Output 2:**7-8 programs and projects in the Ministry arehaving NIET's representatives in. **Output 1:**8-10 employees from NIET's staff are taking part in the international workshops.
Twentieth Third Goal: attract projects within regional framework by the end of 2012.
Output 1: programs from the regional conference of creativeness in education are carrying out through NIET. **Output 2:**proposals are ready to be carried out through the children literature regional program.

Work Plan 2012

No.	Main Activities	First Quarter			Second Quarter			Third Quarter			Fourth Quarter			Specific Outputs	Responsibility	Notes
		1	2	3	4	5	6	7	8	9	10	11	12			
1.	Finishing training of 40 principals from the ideal schools network within the School Leadership program	X	X	X	X	X								40 principals from the ideal schools network are having skills of School Leadership	School Leadership program committee	67,000
2.	Finishing training of 60 principals through the School Leadership program	X	X	X	X	X	X	X						60 principals are having skills of School Leadership	School Leadership program committee	70,000
3.	Finishing training of 50 principals through the School Leadership program	X	X	X	X	X	X	X	X	X	X	X	X	50 principals are having skills of School Leadership	School Leadership program committee	60,000
4.	Promotion the new principals							X						120 principal are running their schools according to regulations	Training Section	12000
5.	Induct the new principals										X			120 principal are running their schools in methodological way	Training Section	12000
6.	Train the principals on power delegation			X										65 principals practice powers delegation	Training Section	6500

No.	Activity													Output	Responsible	Budget
7.	Train the principals on skills of solving the problems and making decisions		X											65 principals solve their problems effectively	Training Section	6500
8.	Train the directors generals and their representatives on setting polices		X	X										22 directors generals are setting polices	Training Section	3000
9.	Train the directors generals and their representatives on building team				X	X								22 directors generals are working in spirit of teamwork	Training Section	10000
10.	Train the directors generals and their representatives on communication and networking						X	X						22 directors generals are having good internal and external relationships	Training Section	10000
11.	Train the directors generals and their representatives on human resources management								X	X				22 directors generals are running human resources effectively	Training Section	10000
12.	Train the directors of education carrying out projects (writing proposals, following up and evaluation, writing reports)			X	X									16-25 directors of education are able to run projects	Training Section	8000
13.	Train the directors of education on using English language						X	X	X					16-25 directors of education are able to use language	Training Section	12000

No.	Activity													Target	Section	Budget
14.	Train the directors of education on financial management										X			16-25 directors of education are carrying out the financial staff	Training Section	8000
15.	Train the directors of education on performance evaluation											X		16-25 directors of education are able to evaluate the staff performance effectively	Training Section	8000
16.	Improve the skills of departments managers in fields of team building and team management	X			X									50 departments managers are able to run the department staff effectively	Training Section	12000
17.	Improve the skills of departments managers in field of performance evaluation										X	X		50 departments managers are able to evaluate their staff effectively	Training Section	12000
18.	Improve the skills of departments managers in field of planning (strategic, development and action)	X									X			50 departments managers are able to plan strategically	Training Section	12000
19.	Improve the skills of departments managers in field of project management			X										50 departments managers are able to run projects in general directories	Training Section	8000

No.	Objective	1	2	3	4	5	6	7	8	9	10	11	12	Indicator	Responsible	Cost
20.	Improve the administrative and leadership skills of departments managers (meetings management, solving problems, communication and networking, team building)				X	X		X	X					50 departments managers are having the leadership skills	Training Section	12000
21.	Improve the English Language skills of departments managers										X			50 departments managers are having English Language skills	Training Section	8000
22.	Train sections heads on action planning skills	X	X					X	X					50 sections heads are able to plan in action way	Training Section	10000
23.	Train sections heads on carrying out projects (writing proposals, following up and evaluation, writing reports)				X	X	X							25 sections heads are able to run projects	Training Section	8000
24.	Improve the skills of information management for sections heads							X	X					25 sections heads are able to run their sections' information effectively	Training Section	8000
25.	Improve the skills of performance evaluation of sections							X	X			X	X	50 sections heads are able to evaluate their	Training Section	12000

No.	Activity	1	2	3	4	5	6	7	8	9	10	11	12	Indicator	Responsible	Budget
	heads													staff effectively		
26.	Train the sections heads on training skills			X	X	X								25 trainers from heads sections were chosen from different directories	Training Section	15000
27.	Perform a session of communication skills for the head sections of public relations	X												25 of the head sections of public relations are able to perform their tasks effectively	Training Section	10000
28.	Train the administrative employees and secretaries on protocol and public relations	X				X				X				75 administrative employees and secretaries are having etiquette and protocol	Training Section	12000
29.	Improve skills of correspondences for administrative employees and secretaries		X			X								50 administrative employees and secretaries are having skills of correspondences	Training Section	3000
30.	Improve skills of documentation process for administrative employees and secretaries			X			X			X				75administrative employees and secretaries are having skills of documentation	Training Section	9000
31.	Qualify the NIET staff			X						X				22 of NIET's employees are doing their jobs effectively	Training Section	6000

No.	Activity													Target	Responsible	Budget
32.	Producing training materials for conduct training	X	X											21 material	Training Section	42000
33.	Train the supervisors of inclusive education theoretically and practically			X		X		X		X		X		20 supervisors	Training Section	1200
34.	Conducting field visits to all directories				X		X		X		X		X	18 field visits	Training Section	2400
35.	Conduct assessment sessions for the Diploma Program					X		X	X	X		X	X	6 sessions	Training Section	3000
36.	Collecting the reports and researches of the diploma students in folders											X	X	6 folders	Training Section	
37.	To cooperate with the universities to establish qualifying teachers program	X	X	X	X	X	X	X	X	X	X	X	X	5 programs	Training Section	400000
38.	Conduct workshops with universities to discuss the suggested programs and used assessment techniques	X				X			X		X			4 workshops	Training Section	4000
39.	To train the universities staffs on the new modern ways of teaching	X		X		X		X						30 staffs have been trained on training skills	Training Section	12000

40.	Conducting field visits to universities	X	X	X	X	X	X	X	X	X	X	X	X	12 visits	Training Section	2040
41.	Qualify 300 teachers of classes from 1-4 in the chosen Palestinian universities	X	X	X	X	X	X	X	X	X	X	X	X	300 qualified teachers	Training Section	
42.	Set report about the experience of qualifying teachers												X	Report is ready	Training Section	
43.	Train teachers based on the result of study of training needs according to the standards of active school	X				X			X			X		The teachers are trained on diagnosing the schools status based on the standards of active school	Training Section	2000
44.	Supply the schools with needed sources						X							Schools are supplied by resources	Training Section	500
45.	Produce 50 training materials	X	X	X	X	X	X	X	X	X	X	X	X	50 training materials are ready	All sections and external consultants	100,000
46.	Conduct 4 courses about using computer skills in cooperation with the administrative section	X			X			X			X			80 employees of the Ministry are able to use computer effectively	IT Section	4800
47.	Conduct Flash and Photoshop course in cooperation with the administrative		X			X			X			X		40 programmers have been trained for 60 hours to use	IT Section	1200

No.	Activity	1	2	3	4	5	6	7	8	9	10	11	12	Output	Responsible	Cost
	section													graphic designing programs		
48.	Conduct the data base programming course in cooperation with the administrative section							X						20 programmers have been trained for 30 hours to use data base programming	IT Section	1200
49.	Conduct two A+ courses and two course of MCDST in cooperation with the administrative section							X	X	X				50 supervisors and teachers have been trained for 30 hours on fix computers and networks	IT Section	2400
50.	Conduct Dream Waver and asp courses in cooperation with the administrative section										X	X		40 supervisors and computer technicians have been trained for 30 hours on design Web pages	IT Section	1200
51.	Activation using MIS in NIET	X	X	X	X	X	X	X	X	X	X	X	X	Computerized data system to audit and classify data	IT Section	2000
52.	Offer integration environment in cooperation with MoEHE	X	X	X	X	X	X	X	X	X	X	X	X	Integration systems of the ministry with the systems of NIET	IT Section	

No.	Activity	1	2	3	4	5	6	7	8	9	10	11	12	Indicator	Section	Cost
53.	Conduct the data analysis course									X				20 employees from the ministry are able to analyze and computerize financial data	IT Section	3000
54.	Conduct statistic data analysis courses										X			20 employees from the ministry are able to analyze statistic data and supply them to decision makers	IT Section	3000
55.	Conduct a course in documentation of electronic files											X		20 employees from the ministry are able to document the electronic files	IT Section	*3000*
56.	Conduct a course in writing electronic reports												X	20 employees from the ministry are able to writing electronic reports	IT Section	3000
57.	Conduct a course in managing Windows 7 and other related programs						X							20 employees from the ministry are able to run Windows 7 and other related programs	IT Section	1200
58.	Conduct a course in using MOODLE for the special education supervisors	X												20 employees from the special education are able to using	IT Section	1200

No.	Activity	1	2	3	4	5	6	7	8	9	10	11	12	Outcome	Responsible	Cost
														MOODLE		
59.	Conduct a course in using MOODLE for the principals					X								100 principals are able to use MOODLE	IT Section	4800
60.	Conduct a course in using MOODLE for librarians							X						25 librarians are able to	IT Section	1500
61.	Conduct a course in using MOODLE for the employees of local institutions	X				X			X					60 employees from the local and international institutions are able to use MOODLE in integrated education	IT Section	3600
62.	Computerize the books that are coming from the Ministry according to their subjects and setting their			X	X	X	X	X	X	X	X	X	X	Sources and resources are computerized	Librarian and the head division of sources and resources	
63.	Arrange the books on shelves according to the serial numbers			X	X	X	X	X	X	X	X	X	X	Sources and resources are ready on shelves	Librarian	
64.	Prepare a template for the electronic resources (training materials, tapes, photos, videos, electronic archive and workshops).	X												Template is ready	Librarian + resources+ relations	